

EXTENDING UNLV TO THE COMMUNITY

# OUTREACH

COURSE CATALOG  
FALL 2020



**9** **Now Online:** Essentials of Human Resource Management

**17** Problem Solving & Decision Making

**29** AFAA Group Fitness Instructor

# STOP THE SPREAD OF COVID-19

Welcome back to campus! Your health and safety are our #1 priority. Your commitment to adhering to new guidelines while on campus will be essential to protect and maintain the health of our entire UNLV community.

## WHAT YOU CAN EXPECT FROM US:



Enhanced cleaning of high traffic areas and classrooms



Hand sanitizer stations



Classrooms set up to reinforce social distancing



Online offerings to support your learning needs

## WHAT WE EXPECT OF YOU:



Wear a face covering when around others



Maintain social distancing from others



Frequently wash or sanitize hands



Avoid crowded spaces



Stay home if you are ill

For complete information and specific details on UNLV resuming on-campus operations and instruction, please visit [ced.unlv.edu/coronavirus](https://ced.unlv.edu/coronavirus).

# Table of Contents

## Business .....4

- Communications Classes .....4
- Community Association Management Precertification...5
- Executive Certificate in Business Administration .....5
- Human Resource Management Certificate Programs/aPHR Certification Preparation.....8
- Human Resource PHR/SPHR Certification Preparation.....10
- Integrated Marketing Communications Certificate Program.....11
- Lean Six Sigma Green Belt & Black Belt Certificate Programs .....12

## Leadership/ Management..... 13

- Management Certificate Program.....13
- Organizational Leadership Certificate Program .....15

## Legal ..... 17

- Mediation Certificate Program...17
- Paralegal Certificate Program ...18
- Parenting .....19
- Protective Services Professional Certificate Program .....19



26



20

## Technology/Computers ...20

- Microsoft Office .....20
- Print & Graphic Design Certificate .....22
- Unmanned Aircraft Systems Certificate .....24
- Video Production.....24
- Web Design Classes .....25
- Web Development Coding Certificate Program .....25

## Healthcare/Wellness Professionals..... 26

- Certified Nursing Assistant .....26
- Mat Pilates & Injury Prevention Certificate Program .....27
- Medical Assistant Certificate Program.....28
- NASM & AFAA Fitness Professional Certification Preparation Program .....29
- Social Work CEU Classes .....30

## Nonprofit..... 31

- Grant Academy Certificate Program.....31
- Nonprofit Fundraising Certificate Program.....32
- Nonprofit Management Certificate Program .....33

## Language Skills for Professionals..... 35

- Accent Reduction .....35
- English as a Second Language (ESL) .....36
- Legal Interpretation: Spanish Certificate Program .....37
- Medical Interpretation: Spanish Certificate Program .....38
- Spanish for Healthcare Professionals.....40

## Life & Leisure..... 40

- Acting & Comedy .....40
- Cannabis Classes .....41
- Cooking & Baking .....41
- Dance .....42
- Drawing & Painting .....43
- Fashion Design Certificate Program.....45
- Financial Planning .....46
- Foreign Languages .....47
- Music .....48
- Photography.....49
- Sculpture & Woodworking .....51
- Sommelier Academy Certificate Program.....51
- Sports.....52

## Academic Preparation .. 52

- Institute of Reading Development.....52
- Test Preparation.....52



Due to COVID-19, our class schedule is regularly evolving. We will post updates to programs on our website, [ced.unlv.edu](http://ced.unlv.edu). We will also continue to communicate changes through email and social media.

# UNLV

## CONTINUING EDUCATION

### Volume 43 • Number 1

The Continuing Education Catalog is published three times a year in Apr, Jul and Nov by the Division of Educational Outreach, University of Nevada, Las Vegas, 4505 S. Maryland Parkway, Box 451019 Las Vegas, Nevada 89154-1019. Postage paid at Las Vegas, Nevada.

POSTMASTER Send address changes to The Catalog, 4505 S. Maryland Parkway, Box 451019, Las Vegas, Nevada 89154-1019.

UNLV is an equal opportunity affirmative action employer committed to achieving excellence through diversity.



### STUDENTS WITH DISABILITIES

Any student who feels they may need accommodations due to a disability, temporary injury, or academic adjustments due to a pregnancy is encouraged to contact the UNLV Disability Resource Center (DRC) online at [unlv.edu/drc](http://unlv.edu/drc) or by phone, 702-895-0866. Current DRC students should make an appointment to discuss their accommodations with their instructors.



[ced.unlv.edu](http://ced.unlv.edu)



702-895-3394



@UNLVCE



@UNLV\_ce

## Professional Development Certificate Programs

Our professional development certificate programs, certification preparation programs, and pre-certification programs can help you make a change into a rewarding, in-demand career. We invite you to our free information sessions to learn more so you can go forward with confidence.

### Business

- Community Association Management Precertification p. 5
- Executive Certificate in Business Administration p. 5
- Human Resource Management Certificate Programs/aPHR Certification Preparation p. 8
- Integrated Marketing Communications Certificate Program p. 10
- Lean Six Sigma Green Belt & Black Belt Certificate Programs p. 11

### Leadership/Management

- Management Certificate Program p. 13
- Organizational Leadership Certificate Program p. 15

### Legal

- Mediation Certificate Program p. 17
- Paralegal Certificate Program p. 18
- Protective Services Professional Certificate Program p. 19

### Technology/Computers

- Print & Graphic Design Certificate p. 22
- Unmanned Aircraft Systems Certificate p. 24
- Web Development Coding Certificate Program p. 25

### Healthcare/Wellness Professionals

- Certified Nursing Assistant p. 26
- Medical Assistant Certificate Program p. 28
- Mat Pilates & Injury Prevention Certificate Program p. 27

### Nonprofit

- Grant Academy Certificate Program p. 31
- Nonprofit Fundraising Certificate Program p. 32
- Nonprofit Management Certificate Program p. 33

### Language Skills for Professionals

- Legal Interpretation: Spanish Certificate Program p. 37
- Medical Interpretation: Spanish Certificate Program p. 38

### Life & Leisure

- Fashion Design Certificate Program p. 45
- Sommelier Academy Certificate Program p. 51



### Certificate Candidates:

Once you complete the requirements for your certificate, please fill out a Certificate Issuance Request form, available online at [ced.unlv.edu/certificate-form](http://ced.unlv.edu/certificate-form).

Need assistance? Call 702-895-3394 or email [continuing.education@unlv.edu](mailto:continuing.education@unlv.edu).

# Attend a Certificate Information Session

Attend an information session to learn more about our professional certification programs. Instructors and program staff present on job responsibilities, employment outlooks, the registration process, and financial assistance options. They are happy to answer any questions you may have. All information sessions are free of charge.

## Grant Academy Information Session

T | Aug 25 | 6-7pm | Online-WebEx | 202GR1150

## Human Resource Management Certificate Program Information Session

Th | Aug 13 | 5-6pm | PAR Room 511 | 202CP6155B

## Integrated Marketing Communications Certificate Program Information Session

W | Aug 12 | 6-7pm | PAR Room 511 | 202IM1104

## Medical Assistant Certificate Program Information Session

F | Aug 14 | 5-6pm | Online-WebEx | 202ME6102B

## Medical Interpretation: Spanish Certificate Program Information Session

T | Sep 1 | 6-7pm | PAR Room 511 | 203LA1170

## Nonprofit Fundraising Information Session

M | Aug 17 | 6-7pm | Online-Webex | 202NP3172

## Paralegal Certificate Information Session

W | Oct 7 | noon-1pm | Online-Webex | 203PL6128A  
Th | Oct 8 | 5:30-6:30pm | PAR Room 401 | 203PL6128B  
M | Oct 12 | noon-1pm | Online-Webex | 203PL6128C  
T | Oct 13 | 5:30-6:30pm | Online-Webex | 203PL6128D  
M | Oct 19 | noon-1pm | PAR Room 107 | 203PL6128E  
Th | Oct 22 | 5:30-6:30pm | PAR Room 511 | 203PL6128F

## PHR/SPHR Information Session

Th | Aug 13 | 6-7pm | PAR Room 511 | 202CP6118

## Sommelier Academy Information Session

T | Aug 18 | noon-1pm | PAR Room 511 | 202WS6101

## Grants, Loans & Tuition Assistance

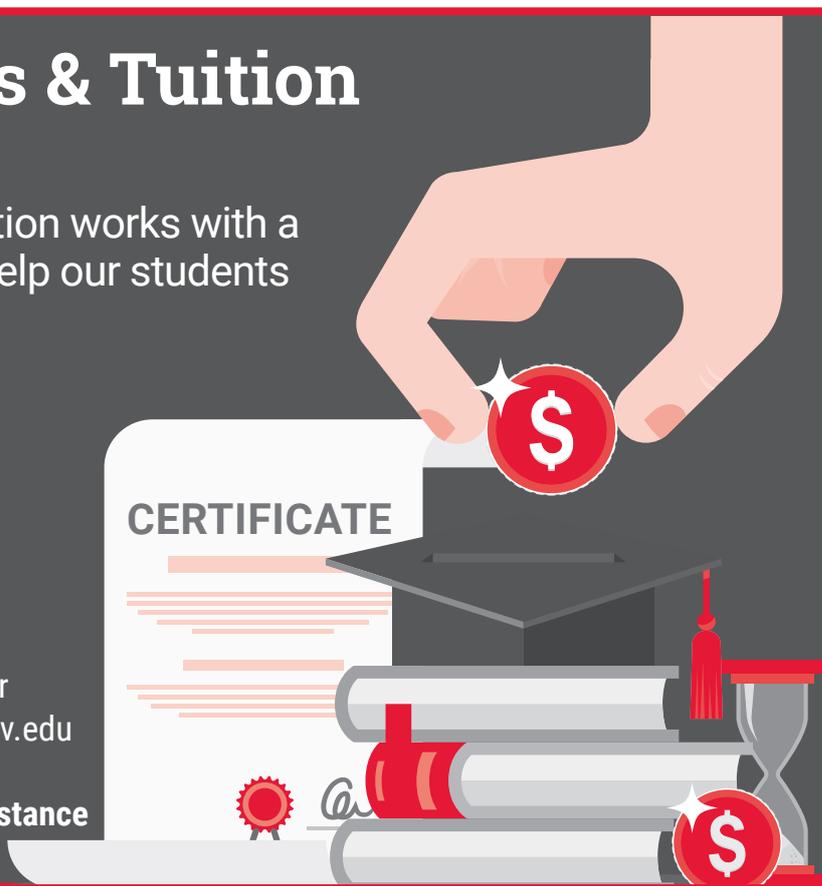
UNLV Continuing Education works with a variety of resources to help our students afford career training.

### Options Include:

- Workforce Connections
- MyCAA
- Sallie Mae Smart Option Loan
- Employer Tuition Assistance
- Private Education Loans

Questions? Call 702-895-5099 or email [continuing.education@unlv.edu](mailto:continuing.education@unlv.edu)

 [ced.unlv.edu/financial-assistance](http://ced.unlv.edu/financial-assistance)



# Business

## Communication Classes

ced.unlv.edu/communications

### Communicate with Difficult People with Tact & Skill

Analyze types of difficult behavior and practice constructive ways to communicate with difficult people in your professional and personal life. Learn ways to help you deal with supervisors, entertainers, and analytical types of people, as well as angry and abusive people.

Kimberly Virtuoso

Sa | Sep 19 | 9am-noon | \$149

PAR Room 512 | 203CX1106 | 0.3 CEU

### Communication Strategies: Essential Skills for First-Time Managers or Supervisors

When managers and supervisors implement tangible strategies for clear, concise, and confident communication, everyone wins. Explore useful communication tools you can use to enhance relationships, increase productivity, and inspire trust in order to benefit your organization. In this course you will learn how to project confidence when communicating, discover the key to listening, gain clarity by asking the right questions, and study body language so you can better navigate any conversation and end with a positive outcome for both parties. The techniques presented can be leveraged with your co-workers, employees, boss, family, and friends.

Kimberly Virtuoso

F | Nov 13 | 9am-4pm | \$289

PAR Room 302 | 203CP6177 | 0.6 CEU

**New!**

### Communication Strategies: The Art of Courageous Conversations

Gain the courage to talk to almost anyone about anything and change the way you personally respond to different moments to get different results. You will learn specific steps and skills to have candid and direct conversations about challenging topics in a kind and professional way that not only preserves but enhances the relationship. Courageous conversations are necessary both professionally and personally and are critical to lead organizations, teams, and individuals in an environment of trust and respect. Utilize your new skills for team building, performance management, conflict resolution, and problem solving. Courageous conversation techniques can also be applied at home to be a better parent, significant other, and friend.

Kimberly Virtuoso

F | Aug 21 | 9am-4pm | \$289

PAR Room 300 | 202CP6393 | 0.6 CEU

### Effective Speaking for International Professionals

Do you want to speak effectively? Do you want to communicate with clarity and confidence? Are you an international professional or student who wants to improve your speaking and communication skills? This class will help you acquire the aspects of effective speech delivery. You will learn organization of content, use of verbal and non-verbal language, and voice control including understandable accent, proper intonation, and better articulation. You will also master the techniques of pacing, pausing, and linking for delivering a smoother, clearer, and more concise speech. Improving your speaking skills will boost your self-confidence, and have a positive impact on your professional and social life. You will overcome your fear of speaking, and communicate ideas in a coherent and convincing manner. Required Textbook(s): *Speech Communication Made Simple 2* (ISBN: 9780132861694)

Katia Abou-Haidar, MAAL

MW | Aug 24-Sep 14 (meets 6x) | 6-8:30pm | \$249

PAR Room 301 | 202CX1117 | 1.5 CEUs

\*Class does not meet: Sept 7

TTh | Dec 1-17 (meets 6x) | 6-8:30pm | \$279

PAR Room 107 | 203CX1117 | 1.5 CEUs

### How to Deal with Disagreements, Conflict & Confrontation

Do not let disagreements, conflict, or confrontation undermine your personal or professional life. Reduce the stress and fear often associated with conflict by learning to distinguish between disagreements and misunderstandings, following rules for fighting fair during conflict, and knowing how to face an angry person.

Kimberly Virtuoso

Sa | Sep 19 | 1-4pm | \$149

PAR Room 512 | 203PG1191 | 0.3 CEU

### Public Speaking Bootcamp

Become a poised and powerful public speaker. Opportunities to speak in front of a group provoke anxiety for many people, yet the benefits of being a confident speaker can be enormous. Presentation skills help you to lead, persuade, motivate, educate, and manage others. Course topics include overcoming nervousness, planning your presentation, effective delivery, using humor, visual aids, answering questions, and handling difficult situations. After this one-day crash course, you will know the key elements of a powerful presentation and understand how to make a positive and lasting impact on your audience.

Amy Pourciau

Sa | Sep 26 | 9am-4pm | \$289

PAR Room 511 | 203CX1109 | 0.6 CEU



## Community Association Management Precertification

[ced.unlv.edu/community-manager](http://ced.unlv.edu/community-manager)

Acquire basic community association management skills and meet the requirements for community management found in NRS 116 and 116A, and NAC 116 and 116A. This certificate is required for those who are involved in common-interest community management (HOAs). The course meets Nevada's mandated 60-hour classroom education requirement. Upon successful completion of this course, you are eligible to take the exam to become a certified community association manager.

**PROGRAM REQUIREMENTS:** To earn the Community Management Preparation Certificate you must successfully complete the Community Manager Preparation course.



Community Association Management Precertification classes will be scheduled again in Spring 2021. Sign up at [ced.unlv.edu/community-manager](http://ced.unlv.edu/community-manager) to receive notifications.

## Executive Certificate in Business Administration

[ced.unlv.edu/business-administration](http://ced.unlv.edu/business-administration)

The Executive Certificate in Business Administration is designed to introduce practicing managers, business owners, and professionals to the most important concepts, tools, and techniques taught in today's business schools. Boost your productivity, confidence, and effectiveness when managing yourself, others, and your business. The four modules leading to the Executive Certificate in Business Administration prepare you to flex with evolutions in business by teaching you how to step back and assess staffing, business processes, economic trends, and financial opportunity.

**PROGRAM REQUIREMENTS:** To earn the Executive Certificate in Business Administration, participants will be required to complete four business modules.

### MODULES:

- People Management
- Internal Business Environment
- Managing the Customer Experience
- Business Performance

## Executive Certificate in Business Administration Bundle

This bundle includes registration in the four (4) Executive Certificate in Business Administration modules. The modules include People Management module, Internal Business Environment module, Business Performance module, and Managing the Customer Experience module. These are hybrid classes. Access to the online component is available two weeks prior to the in-person meet dates. You should anticipate spending eight hours per module in online preparation before the in-person meet dates, plus eight hours per module for online follow up. Please note, requests to drop classes and receive refunds must be submitted no later than one week prior to the in-person class session. Please see website for all other policies regarding withdrawing from the class. Register for all four modules in order to receive a bundle price of \$4,676.40

Lee Business School

T | Sep 15-Dec 2 (meets 8x) | 8am-5pm | \$4,676.40

Lee Business School, WRI Room C302 | 203BDBUND | 6.4 CEUs

## Business Performance Module

The Business Performance module provides tools and techniques for measuring and improving the performance of your business. Specific topics include developing an appreciation of the market economy, crafting a focused business strategy, understanding how to evaluate your company's financial position, and using principles of accounting to quantify the performance of your business and drive decision making. This module includes four focus areas, each taught by an experienced faculty member or local business leader.

**The Market Process:** Gain an appreciation of the basic operations of the market economy, including supply and demand, pricing strategies, cost drivers, competition, monopoly, and the function of entrepreneurs in society.

**Strategy:** Better understand the conceptual and theoretical base of strategic management and examine how the formulation and implementation of strategy can enable an organization to achieve competitive advantage.

**Finance:** Discuss how managers and investors evaluate projects and investments in order to determine whether an investment should be undertaken. Specifically, we will consider the methods and process of capital budgeting, the cost of raising capital, risk and return, and how to value future cash flows.

**Accounting:** Accounting measures the activities of a business by the dollars it receives and spends. This focus area provides a comprehensive picture of how managers, owners, and other stakeholders use accounting information to make decisions.

These are hybrid classes. Access to the online component is available two weeks prior to the in-person meet dates. You should anticipate spending eight hours per module in online preparation before the in-person meet dates, plus eight hours per module for online follow up. Please note, requests to drop classes and receive refunds must be submitted no later than one week prior to the in person class session. Please see website for all other policies regarding withdrawing from the class. Register for all four modules in order to receive a bundle price of \$4,676.40

Lee Business School

TW | Oct 6-7 (meets 2x) | 8am-5pm | \$1,299

Lee Business School, WRI Room C302 | 203BD6121 | 1.6 CEUs

## Internal Business Environment Module

The Internal Business Environment module explores the challenges and opportunities a business leader should consider when developing structures and processes within their organization. Specific topics include handling budgeting and reporting, the role information systems play, identifying common legal pitfalls, and how social responsibility impacts the bottom line. This module includes four focus areas, each taught by an experienced faculty member or local business leader.

**Budgeting and Reporting:** Utilize your budgeting process to communicate and fund business priorities. Take a fresh approach to your company's finances once you reframe the budget process as a way to quantify management goals and focus leaders' thinking around planning for the future.

**Information Systems:** Don't overlook the importance of well designed, thoughtfully implemented, and carefully managed information systems and decision support systems to the success of your business venture. Discuss the role information technology applications play in decision making and problem solving at an operational and strategic level.

**Business Law:** Professionals must be acutely aware of business law in order to avoid violations. Proactively prevent legal problems before they arise, or mitigate their effects by understanding and recognizing potential business law pitfalls. Expect to cover basic contract law, tort and property law, as well as the law of legal entities.

**Corporate Social Responsibility:** Corporate Social Responsibility (CSR) is not just a public relations opportunity; in the most successful organizations, CSR is fully integrated into a firm's business model. Businesses engage in CSR for strategic and/or ethical purposes, generally with the expectation that there will be a positive impact on the bottom line. Learn about multiple ways to approach CSR and explore implementation strategies.

These are hybrid classes. Access to the online component is available two weeks prior to the in-person meet dates. You should anticipate spending eight hours per module in online preparation before the in-person meet dates, plus eight hours per module for online follow up. Please note, requests to drop classes and receive refunds must be submitted no later than one week prior to the in person class session. Please see website for all other policies regarding withdrawing from the class. Register for all four modules in order to receive a bundle price of \$4,676.40

Lee Business School

TW | Nov 3-4 (meets 2x) | 8am-5pm | \$1,299

Lee Business School, WRI Room C302 | 203BD6123 | 1.6 CEUs

## Managing the Customer Experience Module

The Managing the Customer Experience module concentrates on the interactions, both direct and indirect, that customers have with a company and its products or services. Successful customer interactions can lead to positive brand perception, purchase, and ultimately customer loyalty. Specific concepts include multiple forms of business communication to various stakeholders, evaluating the service experience, marketing, and understanding the sales process. This module includes four focus areas each taught by an experienced faculty member or local business leader.

**Marketing:** View your business from the customer's point of view so you can craft a marketing strategy tailored to your unique product and target audience. You will be provided with tools to develop an effective marketing strategy and will learn the basics of how to analyze market opportunities, develop marketing plans, and implement marketing programs.

**Business Communications:** Focus on a variety of business communications for the organization—specifically writing in a business context and designing and delivering business presentations. Written communication will cover appropriate content, organization, and tone. Presentation delivery will focus on effective organization, content, delivery, non-verbal cues, use of media, and appearance.

**Service Operations:** Examine approaches for achieving operational competitiveness in a service-focused business and investigate several tools for analyzing service operations. Operational excellence is critical for success in any service industry, as businesses increasingly face deregulation, global competition, and rapidly-evolving information technology.

**Sales:** Understanding the sales process and the role of a professional salesperson/manager is a critical part of any business, regardless of company size or customer profile. After outlining key steps within the sales process, you will identify ways to improve your company's sales efforts throughout the customer lifecycle.

These are hybrid classes. Access to the online component is available two weeks prior to the in-person meet dates. You should anticipate spending eight hours per module in online preparation before the in-person meet dates, plus eight hours per module for online follow up. Please note, requests to drop classes and receive refunds must be submitted no later than one week prior to the in-person class session. Please see website for all other policies regarding withdrawing from the class. Register for all four modules in order to receive a bundle price of \$4,676.40

Lee Business School  
 TW | Dec 1-2 (meets 2x) | 8am-5pm | \$1,299  
 Lee Business School, WRI Room C302 | 203BD6122 | 1.6 CEUs

## People Management Module

The People Management module provides you with the most up-to-date information about managing and leading people. You will learn principles of people management and how to apply them to your business or team. Specific topics include managing organizations, managing conflict, leading through change, and methods for conflict resolution. Completing this module provides you with tools and techniques you can immediately apply to your workplace. This module includes four focus areas, each taught by an experienced faculty member or local business leader.

**Leadership:** In today's business environment, marked by rapid change and hyper-competition, effective leadership often makes the difference between success and failure. Examine the different roles and characteristics of a leader, as well as the impact of leadership on an organization. You will also assess your own leadership skills and identify ways to develop your personal approach.

**Managing People:** The essence of an organization is its workforce; employees must effectively work together to produce positive outcomes. Gain knowledge of organizational behavior and the various methods of managing individuals, teams, and organizations to elicit consistent, high levels of performance.

**Negotiation & Conflict Resolution:** Leaders often spend a significant amount of their time dealing with conflict and its consequences. People deal with conflict in various ways, but the most effective conflict management tool, at least potentially, is to negotiate. Enhance your ability to negotiate deals, settle disputes, and make team-based decisions.

**Change and Transformation:** Examine change management theory and application. Change in organizations is unavoidable. We can allow it to happen to us, or we can embrace it and harness it. Successful organizations make innovation and evaluation a consistent part of their culture. Because change is a process, it can be managed through effective leadership.

These are hybrid classes. Access to the online component is available two weeks prior to the in-person meet dates. You should anticipate spending eight hours per module in online preparation before the in-person meet dates, plus eight hours per module for online follow up. Please note, requests to drop classes and receive refunds must be submitted no later than one week prior to the in-person class session. Please see website for all other policies regarding withdrawing from the class. Register for all four modules in order to receive a bundle price of \$4,676.40

Lee Business School  
 TW | Sep 15-16 (meets 2x) | 8am-5pm | \$1,299  
 Lee Business School, WRI Room C302 | 203BD6120 | 1.6 CEUs

## Human Resource Management Certificate Programs/aPHR Certification Preparation

[ced.unlv.edu/HRManagement](http://ced.unlv.edu/HRManagement)

Stay up-to-date with emerging trends and regulations in human resources. Whether you are a seasoned human resource professional or you are just entering the field, UNLV has courses to expand your understanding of current, relevant issues. Course offerings will provide a broad understanding of HR disciplines including benefits, compensation, organizational and employee development, diversity, employee relations, and staff management. Courses may be taken individually to expand your skill set.

**BASIC CERTIFICATE PROGRAM REQUIREMENTS:** To earn the Basic Certificate you must successfully complete the following required core course plus an additional 2.4 CEUs of elective courses.

- Essentials of Human Resource Management

**ADVANCED CERTIFICATE PROGRAM REQUIREMENTS:** To earn the Advanced Certificate you must successfully complete the following required core course plus an additional 6 CEUs of elective courses.

- Essentials of Human Resource Management

**ELECTIVE COURSE OPTIONS:** Offerings vary by semester. Visit [ced.unlv.edu/HRManagement](http://ced.unlv.edu/HRManagement) for a complete list of elective options and more details about this program.

### Human Resource Management Certificate Program Information Session

Learn how the Human Resource Management Certificate program can benefit you. Meet instructors and ask questions about the structure, content, and requirements. Whether you are a seasoned human resource professional or looking to enter into the field, this informational session will provide you with the details on how this certificate program can help boost your career.

Continuing Ed Staff  
Th | Aug 13 | 5-6pm | No charge  
PAR Room 511 | 202CP6155B

### Coaching & Counseling for Success

Unleash the human spirit and expand people's capacity to achieve stretch-goals and to bring about real change within your organization. Transformational change is not accomplished by just adjusting business strategy, structure, or systems. True change comes only from a conscious shift in culture, underlying assumptions, and business attitudes of the people who work in and run a business. Focused coaching and counseling can bring about such change by elevating employees to their full potential and reinvigorating your corporate culture. Spend time thinking through the roles coaches and counselors can play within your business. Explore the characteristics, knowledge, skills, and abilities that successful coaches and counselors possess.

Amy Hunter  
F | Sep 11 | 9am-4pm | \$289  
PAR Room 302 | 203CP6165 | 0.6 CEU

### Conflict Management: Tools for Organizational Success

Unmanaged conflict in the workplace can lead to breakdowns in teamwork and cooperation, diminished employee commitment, and lower levels of quality and productivity. This in-depth training provides effective strategies to pinpoint root causes of conflict so you can handle disagreements, confrontations, difficult people, anxiety, and emotional responses before they get out of hand. Apply proven conflict management approaches to bring important issues to light, open the lines of communication, and strengthen relationships at work.

Nelandra Anselmo, SPHR, SHRM-SCP, CHE  
F | Dec 18 | 9am-4pm | \$289  
PAR Room 302 | 203CP6191 | 0.6 CEU

### Developing a Successful Performance Management Program

Take a strategic and integrated approach to fully developing the capabilities of teams and individuals within your company. Companies who manage employee performance effectively can decrease employment costs, increase productivity, align business practices with the strategic plan, and increase profits. Find out how you can elicit superior employee performance by defining and communicating duties, roles, and expectations, and accurately measuring employee performance.

Charles Carr, M.A. Ed.S.  
F | Dec 11 | 9am-4pm | \$289  
PAR Room 302 | 203CP6173 | 0.6 CEU



Human resource management elective offerings vary by semester. visit [ced.unlv.edu/HRManagement](http://ced.unlv.edu/HRManagement) for a complete list of current electives.

## Essentials of Human Resource Management

Gain a strong foundation in the six key content areas most often encountered by early-career human resource professionals. Learn the basics of HR Operations; Employee Relations; Recruitment and Selection; Compensation and Benefits; HR Development and Retention; and Health, Safety, and Security. The curriculum follows the content of the entry-level Associate Professional in Human Resources (aPHR) certification exam offered through the HR Certification Institute (HRCI). This course is ideal for those entering the human resource career field, line managers who have HR responsibilities, HR professionals who have been in a single functional area, those preparing for the aPHR exam, and others who need a review of fundamental HR management. If you are interested in using the course in preparation for the aPHR exam, please see additional eligibility requirements and exam information including exam fees at [hrci.org](http://hrci.org). Required Textbook(s): *HRCP aPHR Certification Preparation Program*

Staci McIntosh, Ed.D.

M | Sep 14-Dec 7 (meets 13x) | 6-9pm | \$849  
Online-UNLVGO and Webex | 203CP6113 | 3.9 CEUs

## Managing in a Multi-Generational Workplace

Today's workforce is a multigenerational mix of Boomers, Gen X, Millennials, and the leading edge of Gen Z. Each of these populations brings a differing and valuable perspective to a workplace. Managers and leaders must be aware of these generational differences as they build and motivate their teams. We will focus on how each generation thinks, how they want to work, and how to manage them successfully.

Maggie Harris

WF | Nov 4-6 (meets 2x) | 9am-noon | \$289  
PAR Room 101 | 203CP6185 | 0.6 CEU



## Nevada Employment Law NRS: 607-612

Nevada Revised Statutes (NRS) Title 53-Labor and Industrial Relations, Chapters 607-612. Discussion will include: The Nevada Labor Commissioner, compensation, wages and hours, employment of minors, apprenticeships, employment agencies and offices, and unemployment compensation.

Greg Wilken, JD, SPHR

F | Sep 4 | 9am-4pm | \$289  
PAR Room 302 | 203CP6144 | 0.6 CEU

## Nevada Employment Law NRS: 613-615

Nevada Revised Statutes (NRS) Title 53-Labor and Industrial Relations, Chapters 613-615. Discussion will include: employer-employee employment practices, organized labor and labor disputes, and vocational rehabilitation.

Greg Wilken, JD, SPHR

F | Sep 18 | 9am-4pm | \$289  
PAR Room 302 | 203CP6145 | 0.6 CEU

## Nevada Employment Law NRS: 616A-618

Nevada Revised Statutes (NRS) Title 53-Labor and Industrial Relations, Chapters 616A-618. Discussion will include: industrial insurance (workers' compensation), administration, insurers, liability for provision of coverage, benefits for injury or death, prohibited acts, penalties and prosecution, occupational diseases, and Nevada Occupational Safety and Health Administration (NOSHA) statutes.

Greg Wilken, JD, SPHR

F | Oct 2 | 9am-4pm | \$289  
PAR Room 302 | 203CP6146 | 0.6 CEU

## Organizational Change Management

Contribute to your organization, its projects, and its leadership via recognized industry best Organizational Change Management (OCM) practices. OCM is the "people side" of changes in IT projects and software implementations, changes to business processes (sometimes called "ERPs") and changes to human resource systems and methods. You will compare and utilize a variety of practical OCM strategies, methods, tools, and tactics commonly applied in today's organizations. Think through how to translate OCM concepts to enterprise-wide projects, and align your work team's priorities with ongoing organizational change. During class you will apply these approaches to real-world examples, including any examples or projects you might be working on now.

Charles Carr, M.A. Ed.S.

TTh | Oct 13-15 (meets 2x) | 6-9pm | \$289  
PAR Room 301 | 203CP6304 | 0.6 CEU

## Succession Planning

Nurture talent and leadership potential within your organization so key staff members are ready to step into new roles when the need arises. A consistent effort to train and retain staff who exhibit characteristics your company values shows your commitment to employee growth, translates into lower turnover rates and recruitment costs, and leads to smooth transitions as staffing needs evolve. Create and execute a well thought-out succession plan to save your company both time and money.

Nicole Hudson, Ed.D., SPHR

F | Dec 4 | 9am-4pm | \$289

PAR Room 302 | 203CP6175 | 0.6 CEU

## The ABCs of Strategic Thinking

Create a culture of strategic thinking within your business. Strategic thinking knowledge, skills, and abilities are fast becoming required business competencies in today's competitive economic environment. While strategic thinking may come more naturally for some leaders than it does for others, with practice and training you have the capacity to visualize the big picture and create long range plans. Developing a culture of strategic thinking for your business starts by recognizing and nurturing strategic thinking competencies. This seminar provides businesses and individuals with a tool kit to encourage strategic thinking.

Charles Carr, M.A. Ed.S.

F | Aug 7 | 9am-4pm | \$289

PAR Room 302 | 202CP6166 | 0.6 CEU

## What the EEOC Expects From Employers

Gain clear understanding of the purpose and expectations of the Equal Employment Opportunity Commission (EEOC) so you can be proactive about preventing harassment or discrimination in the workplace. Know the processes involved if someone files a complaint of discrimination against your company. Become familiar with EEOC guidelines for subjects including discriminatory practices, charge processing, investigations, enforcement, vicarious employer responsibility for unlawful harassment by a supervisor, applying the laws during recruitment and hiring, and defending yourself against employment discrimination charges.

Nelandra Anselmo, SPHR, SHRM-SCP, CHE

F | Oct 16 | 9am-4pm | \$289

PAR Room 302 | 203CP6121 | 0.6 CEU



Due to COVID-19, our class schedule is regularly evolving. We will post updates to programs on our website, [ced.unlv.edu](http://ced.unlv.edu). We will also continue to communicate changes through email and social media.

## Human Resource PHR/SPHR Certification Preparation

[ced.unlv.edu/phr-sphr](http://ced.unlv.edu/phr-sphr)

Earning the Professional in Human Resources (PHR) or the Senior Professional in Human Resources (SPHR) designation gives you additional credibility, upgrades your knowledge and skills, and makes you more valuable as an employee. This prestigious designation is awarded by the Human Resource Certification Institute (HRCI) to those talented human resources practitioners who pass the national certification exam.

### PHR/SPHR Information Session

Ask questions and hear from the instructor about the structure, content, and requirements of UNLV's PHR/SPHR preparation program. For those who have registered for the program, this is an opportunity to pick up additional materials, receive the first assignment, and review the exam application. While not required, it is highly recommended you attend.

Greg Wilken, JD, SPHR

Th | Aug 13 | 6-7pm | No charge

PAR Room 511 | 202CP6118

### PHR/SPHR Certification Preparation

Prepare for your PHR or SPHR certification exam during this 13-lesson preparation course. Review and learn the six content areas: Business Management and Strategy, Workforce Planning and Employment, Human Resource Development, Compensation and Benefits, Employee and Labor Relations, and Risk Management. This course will provide methods for the best ways to study and prepare for the exam. For additional eligibility requirements and exam information including exam fees, visit [hrci.org](http://hrci.org). Required Textbook(s): *Complete HRCI Program for PHR/SPHR*

Greg Wilken, JD, SPHR

W | Sep 2-Dec 9 (meets 13x) | 6-9pm | \$849

PAR Room 300 | 203CP6116 | 3.9 CEUs

\*Class does not meet: Nov 11 & 25



## Integrated Marketing Communications Certificate Program

[ced.unlv.edu/integrated-marketing](http://ced.unlv.edu/integrated-marketing)

Integrated marketing communications unifies marketing communication elements — public relations, social media, and advertising — into a consistent branding effort that remains constant across distinct media channels. It empowers public and private organizations the ability to provide a seamless customer experience for products, services, and organizations. It touches all segments of marketing and communications, including social media marketing, digital media, journalism, market research, public relations, public outreach, broadcast media, and other related areas.

**PROGRAM REQUIREMENTS:** To earn the Integrated Marketing Communications certificate, you must successfully complete four required core classes and 2.4 CEUs of elective courses.

### CORE COURSES:

- Fundamentals of Integrated Marketing
- Digital & Social Media Marketing
- Consumer Behavior & Market Research
- Writing & Content Creation

**ELECTIVE COURSE OPTIONS:** Offerings vary by semester. Visit [ced.unlv.edu/integrated-marketing](http://ced.unlv.edu/integrated-marketing) for a complete list of elective options and more details about this program.

## Integrated Marketing Communications Certificate Program Information Session

Learn more about how the Integrated Marketing Communications Certificate can benefit you. Whether you want to develop skills to successfully build and manage an integrated marketing plan for your business, or you want to make a career transition into this exciting field, this information session will provide you with details on how this certificate program can move your career in the right direction.

Continuing Ed Staff

W | Aug 12 | 6-7pm | No charge

PAR Room 511 | 202IM1104

## Digital & Social Media Marketing

Business owners, self-employed entrepreneurs, online marketers, webmasters, and content creators all need a comprehensive understanding of how to capitalize on opportunities for web-based marketing and take control of their online presence. Take an in-depth look at the key concepts of digital marketing; a strong theoretical understanding will allow you to adapt to the industry's rapid changes. The class will also equip you with practical skills to perform vital daily functions including search engine optimization, paid search marketing, online advertising, web analytics, email marketing, web design, and social media marketing. Students will need computer access throughout the course. Required Textbook(s): *E Textbook- Stukent-Digital Marketing Essentials; Stukent-Mimic Pro Simulation*

*Prerequisite:* Fundamentals of Marketing or comparable experience

John Larson

Th | Sep 10-Nov 12 (meets 10x) | 6-9pm | \$649

PAR Room 123 | 203IM1100 | 3 CEUs



## Fundamentals of Marketing

Examine the core elements of integrated marketing communications through the lens of services marketing. A well-executed integrated marketing plan is proven to garner the best results, so you will learn about marketing research, segmentation, positioning, branding, analytics, and promotions—plus how they all fit together. Readings, case studies, and guest lectures will deepen your understanding by providing opportunities for analysis and discussion. Students will need computer access throughout the course. Required Textbook(s): *E-Textbook- Stukent Modern Marketing Principles*

Michael Bertetto

T | Sep 8-Nov 10 (meets 10x) | 6-9pm | \$649  
PAR Room 123 | 203IM1101 | 3 CEUs

## Introduction to YouTube Marketing

Discover the power of YouTube marketing. With over 1.3 billion people worldwide now using YouTube, video has become an essential marketing strategy. Content marketers, online and offline business owners, self-employed entrepreneurs, and artists/musicians all need to know how to build a YouTube channel and grow their video marketing efforts. Learn how to start your channel, communicate your brand, explain your products or services, and build relationships with your audience. Get advice on how to choose your niche, select equipment, develop content, create a media plan, integrate with other social media networks, and strategize for audience growth.

John Larson, Maximiliano Lopez

Sa | Oct 17 | 9am-4pm | \$149  
PAR Room 512 | 203WM8175 | 0.6 CEU

## Writing & Content Creation for Marketers

Communicate effectively by mastering the varied skills necessary to write for departments, businesses, and organizations across a variety of media. Learn how to recognize and reach audiences, reinforce their relationship with the brand, and add value to their experience. Practice the art of writing clear, concise, accurate, conspicuous, and human content, delivered in a variety of styles and formats as part of an integrated marketing communication plan.

Richard Becker, ABC

TTh | Nov 17-Dec 15 (meets 8x) | 6-8pm | \$349  
PAR Room 301 | 203IM1102 | 1.6 CEUs  
\*Class does not meet: Nov 26

## Lean Six Sigma Green Belt & Black Belt Certificate Programs

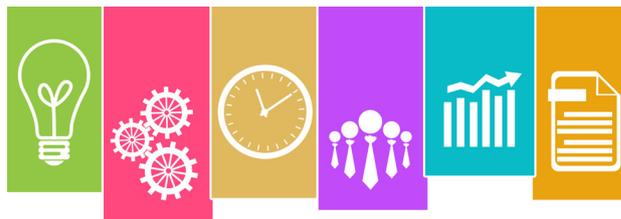
[ced.unlv.edu/lean-six-sigma](http://ced.unlv.edu/lean-six-sigma)

Solve problems, facilitate teams, and improve work processes using the proven strategies of Lean Six Sigma. Lean Six Sigma training combines the best practices of two of the leading organizational management approaches to eliminating wasted overhead, expenses, inventory, time, and talent. With a Lean Six Sigma credential on your resume, current and potential employers will view you as a resource in efficient business operations and continual process improvement. Lean Six Sigma Green Belts are trained in the principles of Lean Six Sigma and are equipped with tools for initiating process improvement in the workplace. Lean Six Sigma Black Belts are prepared to lead complex projects, guide organizational culture change, and improve efficiency in all aspects of business.

**LEAN SIX SIGMA GREEN BELT REQUIREMENTS:** To earn the Green Belt you must successfully complete the Green Belt course and earn a passing score on the final certification exam.

**LEAN SIX SIGMA BLACK BELT REQUIREMENTS:** To earn the Black Belt you must successfully complete the Black Belt course and earn a passing score on the final certification exam.

Lean Six Sigma classes will be scheduled soon. Visit [ced.unlv.edu/lean-six-sigma](http://ced.unlv.edu/lean-six-sigma) for updated course schedules.



# LEAN SIX SIGMA



# Leadership/Management

## Management Certificate Program

[ced.unlv.edu/management](http://ced.unlv.edu/management)

In the UNLV Certificate of Management, you will learn to develop skills in five key management competency areas: conflict management, communications, people/team management, project management, and managing diversity in the workplace.

A starting point of all new supervisors/managers, as well as seasoned managers looking to refresh his/her skills, this certificate program will:

- Provide a comprehensive understanding of the tools a supervisor/manager must have to lead a team to its full potential
- Develop your skills to navigate performance issues and develop effective performance management strategy
- Equip you to navigate the ever-evolving dynamic of the modern workplace
- Allow you to acquire strategic and systematic management skillsets.

**PROGRAM REQUIREMENTS:** To earn the Management Certificate you must successfully complete a minimum of 3.2 CEUs. It is recommended that individuals complete at least one course in each of the five competency areas: Conflict Management, Communications, People/Team Management, Project Management, and Managing Diversity.

### Communication Strategies: Essential Skills for First-Time Managers or Supervisors

When managers and supervisors implement tangible strategies for clear, concise, and confident communication, everyone wins. Explore useful communication tools you can use to enhance relationships, increase productivity, and inspire trust in order to benefit your organization. In this course you will learn how to project confidence when communicating, discover the key to listening, gain clarity by asking the right questions, and study body language so you can better navigate any conversation and end with a positive outcome for both parties. The techniques presented can be leveraged with your co-workers, employees, boss, family, and friends.

Kimberly Virtuoso  
F | Nov 13 | 9am-4pm | \$289  
PAR Room 302 | 203CP6177 | 0.6 CEU

### **New!** Communication Strategies: The Art of Courageous Conversations

Gain the courage to talk to almost anyone about anything and change the way you personally respond to different moments to get different results. You will learn specific steps and skills to have candid and direct conversations about challenging topics in a kind and professional way that not only preserves but enhances the relationship. Courageous conversations are necessary both professionally and personally and are critical to lead organizations, teams, and individuals in an environment of trust and respect. Utilize your new skills for team building, performance management, conflict resolution, and problem solving. Courageous conversation techniques can also be applied at home to be a better parent, significant other, and friend.

Kimberly Virtuoso  
F | Aug 21 | 9am-4pm | \$289  
PAR Room 300 | 202CP6393 | 0.6 CEU

### Conflict Management: Tools for Organizational Success

Unmanaged conflict in the workplace can lead to breakdowns in teamwork and cooperation, diminished employee commitment, and lower levels of quality and productivity. This in-depth training provides effective strategies to pinpoint root causes of conflict so you can handle disagreements, confrontations, difficult people, anxiety, and emotional responses before they get out of hand. Apply proven conflict management approaches to bring important issues to light, open the lines of communication, and strengthen relationships at work.

Nelandra Anselmo, SPHR, SHRM-SCP, CHE  
F | Dec 18 | 9am-4pm | \$289  
PAR Room 302 | 203CP6191 | 0.6 CEU

### Creating High-Functioning Teams Using Strengths

Identify your team members' talents and harness those strengths to create a strong, effective workforce. Managers and leaders will explore ways to recognize and cultivate expertise and natural aptitudes in their staff; these strengths can then be used to build high-functioning project teams. Gain an understanding of what a strengths-based organization looks like and the direct positive effect this management approach can have on key business metrics. Students must purchase and complete the Clifton Strengths 34 Assessment Tool prior to class. [www.gallupstrengthscenter.com/store](http://www.gallupstrengthscenter.com/store).

Maggie Harris  
WF | Sep 23-25 (meets 2x) | 9am-noon | \$289  
PAR Room 101 | 203CP6139 | 0.6 CEU

### Effective Facilitation of Meetings & Discussions

Run more effective, efficient meetings. With a few new facilitation skills in place, you can ensure the meetings you lead accomplish their objective without wasting anyone's time. A bit of forethought can keep your meetings focused on the task at hand, include the appropriate people in the discussion, and lead to a decision or actionable next steps. Participants will gain experience with hands-on facilitation practice.

Jacob Murdock  
Sa | Dec 5 | 9am-4pm | \$289  
PAR Room 300 | 203CP6302 | 0.6 CEU

### How to Deal with Disagreements, Conflict & Confrontation

Do not let disagreements, conflict, or confrontation undermine your personal or professional life. Reduce the stress and fear often associated with conflict by learning to distinguish between disagreements and misunderstandings, following rules for fighting fair during conflict, and knowing how to face an angry person.

Kimberly Virtuoso  
Sa | Sep 19 | 1-4pm | \$149  
PAR Room 512 | 203PG1191 | 0.3 CEU

### Managing in a Multi-Generational Workplace

Today's workforce is a multigenerational mix of Boomers, Gen X, Millennials, and the leading edge of Gen Z. Each of these populations brings a differing and valuable perspective to a workplace. Managers and leaders must be aware of these generational differences as they build and motivate their teams. We will focus on how each generation thinks, how they want to work, and how to manage them successfully.

Maggie Harris  
WF | Nov 4-6 (meets 2x) | 9am-noon | \$289  
PAR Room 101 | 203CP6185 | 0.6 CEU

### Problem Solving & Decision Making

Enhance your problem solving and decision-making skills to gain self-confidence, build relationships, accurately identify problems, take action more quickly, and achieve better results. Learn how to research issues, gather relevant data, ask the right questions, and conduct root cause analysis. Apply problem-solving methods, tools, and techniques individually or in groups, and create multiple solution options for the identified problem(s). Utilize effective decision-making processes, and learn how to sell your proposals, monitor solution implementation, and ensure success.

Charles Carr, M.A. Ed.S.  
F | Oct 23 | 9am-4pm | \$289  
PAR Room 302 | 203CP6182 | 0.6 CEU



## The New Manager's Toolkit

Embark on your new role as a manager with confidence when you are equipped with this toolkit of essential management skills. This course will teach new managers how to lead staff and projects from a platform of talent, both in how they approach their team and how they identify the natural talent in others. You will also find out how to identify five common dysfunctions of a team and develop strategies to overcome them. Students must purchase and complete the Clifton Strengths 34 Assessment Tool. [www.gallupstrengthscenter.com/store](http://www.gallupstrengthscenter.com/store) If you have already completed this assessment tool, you do not need to complete it again. Please have the results available for the class.

Maggie Harris

WF | Oct 7-9 (meets 2x) | 9am-noon | \$289

PAR Room 101 | 203CP6158 | 0.6 CEU

## The Project Management Lifecycle

Through interactive planning of sample projects, you will work through the initiation, planning, monitoring, and closure activities required for successful completion of a project. By using the step-by-step walkthrough and aligned tools and resources provided, you will be able to implement simple and effective project management strategies that are sure to improve project outcomes. Develop a foundation of concepts and solutions for managing projects of any size and for determining when projects would benefit from using a formal project planning process.

Kellie Ballard

Sa | Nov 7 | 9am-4pm | \$289

PAR Room 101 | 203CP6202 | 0.6 CEU



Due to COVID-19, our class schedule is regularly evolving. We will post updates to programs on our website, [ced.unlv.edu](http://ced.unlv.edu). We will also continue to communicate changes through email and social media.

## Organizational Leadership Certificate Program

[ced.unlv.edu/organizational-leadership](http://ced.unlv.edu/organizational-leadership)

Leaders must be able to manage individual employees as well as strategically move the overall organization forward. This certificate program is a comprehensive professional development opportunity covering a wide range of best practices in leadership to help you approach the complex challenges inherent in organizational growth and change. Certificate candidates will enhance their skills in order to build stronger teams and successfully lead initiatives within organizations.

**CERTIFICATE PROGRAM REQUIREMENTS:** To earn the Organizational Leadership Certificate, you must successfully complete the following required core course plus an additional 2.4 CEUs of elective courses.

- Fundamentals of Leadership

**EXECUTIVE CERTIFICATE PROGRAM REQUIREMENTS:** To earn the Executive Certificate in Organizational Leadership, you must successfully complete the following required core course plus an additional 6.0 CEUs of elective courses.

- Fundamentals of Leadership

**ELECTIVE COURSE OPTIONS:** Offerings vary by semester. Visit [ced.unlv.edu/organizational-leadership](http://ced.unlv.edu/organizational-leadership) for a complete list of elective options and more details about this program.

## Creating High-Functioning Teams Using Strengths

Identify your team members' talents and harness those strengths to create a strong, effective workforce. Managers and leaders will explore ways to recognize and cultivate expertise and natural aptitudes in their staff; these strengths can then be used to build high-functioning project teams. Gain an understanding of what a strengths-based organization looks like and the direct positive effect this management approach can have on key business metrics. Students must purchase and complete the Clifton Strengths 34 Assessment Tool prior to class. [www.gallupstrengthscenter.com/store](http://www.gallupstrengthscenter.com/store)

Maggie Harris

WF | Sep 23-25 (meets 2x) | 9am-noon | \$289

PAR Room 101 | 203CP6139 | 0.6 CEU

## Fundamentals of Leadership

Prepare for your study of leadership theory and methods by beginning with an overview of proven models commonly applied in today's workplace. Examine practical ways to incorporate leadership theory into work and life. Set the tone and establish a common knowledge base for further study.

Jacob Murdock

W | Sep 30-Oct 21 (meets 4x) | 6-9pm | \$699  
PAR Room 101 | 203CP6300 | 1.2 CEUs

## Office Politics: Navigating the Organization

Explore ways to deal effectively with office politics, increase your opportunities for success, and improve your social skills at work. Class will cover ways to identify and navigate organizational power dynamics, understand leadership and influence strategies, and how to deal with conflicts and competing work demands. You will participate in guided practice and develop strategies for your current work environments.

Charles Carr, M.A. Ed.S.

TTh | Sep 8-10 (meets 2x) | 6-9pm | \$289  
PAR Room 511 | 203CP6157 | 0.6 CEU

## Organizational Change Management

Contribute to your organization, its projects, and its leadership via recognized industry best Organizational Change Management (OCM) practices. OCM is the "people side" of changes in IT projects and software implementations, changes to business processes (sometimes called "ERPs") and changes to human resource systems and methods. You will compare and utilize a variety of practical OCM strategies, methods, tools, and tactics commonly applied in today's organizations. Think through how to translate OCM concepts to enterprise-wide projects, and align your work team's priorities with ongoing organizational change. During class you will apply these approaches to real-world examples, including any examples or projects you might be working on now.

Charles Carr, M.A. Ed.S.

TTh | Oct 13-15 (meets 2x) | 6-9pm | \$289  
PAR Room 301 | 203CP6304 | 0.6 CEU



View course descriptions for more Organizational Leadership electives through the online registration system at [ced.unlv.edu/organizational-leadership](http://ced.unlv.edu/organizational-leadership).



## Organizational Design: Aligning Structure, Jobs & Skills

Use organizational design tools to make effective changes to corporate structure, employee roles, and job design. Learn how to evaluate different organizational structures, select optimal solutions, and align staff roles with changes initiated by mergers, acquisitions, IT software implementations, or major business process changes used in ERP projects. You will learn to approach organizational design from the tactical (job) level through the company (strategic) level, and will apply best practice methods and tools to hands-on-examples and to any project or example you bring to class. This is a must-have skill set for leaders, supervisors, managers, or project team members.

Charles Carr, M.A. Ed.S.

TTh | Nov 3-5 (meets 2x) | 9am-noon | \$289  
PAR Room 107 | 203CP6306 | 0.6 CEU

## Personal Leadership Development

In order to be an effective leader, an individual must first understand their own leadership style, strengths, and abilities. Discuss the habits of exemplary leaders, assess your own approach to leadership, and develop strategies for improvement. As part of your leadership self reflection, you will take the Meyers-Briggs Type Indicator assessment to gain insight into how you tend to perceive the world around you and what factors drive your decision making.

Jacob Murdock

Sa | Aug 22 | 9am-4pm | \$289  
PAR Room 101 | 202CP6308 | 0.6 CEU

Sa | Oct 24 | 9am-4pm | \$289  
PAR Room 101 | 203CP6308 | 0.6 CEU

## Problem Solving & Decision Making

Enhance your problem solving and decision-making skills to gain self-confidence, build relationships, accurately identify problems, take action more quickly, and achieve better results. Learn how to research issues, gather relevant data, ask the right questions, and conduct root cause analysis. Apply problem-solving methods, tools, and techniques individually or in groups, and create multiple solution options for the identified problem(s). Utilize effective decision-making processes, and learn how to sell your proposals, monitor solution implementation, and ensure success.

Charles Carr, M.A. Ed.S.

F | Oct 23 | 9am-4pm | \$289

PAR Room 302 | 203CP6182 | 0.6 CEU

## Succession Planning

Nurture talent and leadership potential within your organization so key staff members are ready to step into new roles when the need arises. A consistent effort to train and retain staff who exhibit characteristics your company values shows your commitment to employee growth, translates into lower turnover rates and recruitment costs, and leads to smooth transitions as staffing needs evolve. Create and execute a well thought-out succession plan to save your company both time and money.

Nicole Hudson, Ed.D., SPHR

F | Dec 4 | 9am-4pm | \$289

PAR Room 302 | 203CP6175 | 0.6 CEU

## The New Manager's Toolkit

Embark on your new role as a manager with confidence when you are equipped with this toolkit of essential management skills. This course will teach new managers how to lead staff and projects from a platform of talent, both in how they approach their team and how they identify the natural talent in others. You will also find out how to identify five common dysfunctions of a team and develop strategies to overcome them. Students must purchase and complete the Clifton Strengths 34 Assessment Tool. [www.gallupstrengthscenter.com/store](http://www.gallupstrengthscenter.com/store) If you have already completed this assessment tool, you do not need to complete it again. Please have the results available for the class.

Maggie Harris

WF | Oct 7-9 (meets 2x) | 9am-noon | \$289

PAR Room 101 | 203CP6158 | 0.6 CEU

# Legal

## Mediation Certificate Program

[ced.unlv.edu/mediation](http://ced.unlv.edu/mediation)

Skills learned in mediation training can be used in almost every aspect of life where there is interaction between two or more people. Companies, individuals, social service providers, and government agencies increasingly turn to mediation as a more cost-effective, expedient way to achieve mutually satisfactory agreements. Classroom training and an in-depth practicum will prepare you to become an effective, neutral third party in a conflict.

**PROGRAM REQUIREMENTS:** To earn the Mediation Certificate you must successfully complete the Mediation Training course and practicum.

## Mediation Training Certificate

Individuals with mediation skills provide a process to help parties better understand each other's perspective and reach a mutually agreeable resolution. The principles of mediation are covered during this interactive five session course. You will learn the facilitative mediation process, develop active listening skills, and practice effective questioning techniques. Ethical standards in mediation and strategies to work through impasse situations will be introduced, as will methods to differentiate between position and interest, identify sources of conflict, and write agreements. Following classroom training, an in-depth practicum will include a minimum of three observations, four co-mediations, and two solo mediations. The practicum will allow you to practice your skills and gain confidence in your ability to mediate conflict and facilitate difficult conversations. This class is eligible for 31.5 CLEs (30 general and 1.5 ethics) through the Nevada Board of Continuing Legal Education for attorneys and judges. A basic mediation training manual is provided for each student.

Patricia Battie

Sa | Aug 1-29 (meets 5x) | 8am-5pm | \$1,199

Clark County Neighborhood Justice Center | 202CM1120 | 4 CEUs

Patricia Battie

MTWThF | Oct 5-9 (meets 5x) | 8am-5pm | \$1,199

Clark County Neighborhood Justice Center | 203CM1120 | 4 CEUs

## Paralegal Certificate Program

[ced.unlv.edu/paralegal](http://ced.unlv.edu/paralegal)

Being a paralegal is more than just having a job in the legal field. It can be a rewarding life-long career. If lawyers are the gears of the justice system, paralegals are the grease that keeps it running smoothly. According to the Bureau of Labor Statistics, demand for paralegals is growing at over double the national job growth rate, with a national median salary of \$51,740 annually, making the choice to become a paralegal one of the smartest career choices you can make.

**PROGRAM REQUIREMENTS:** To earn the Paralegal Certificate you must successfully complete the Paralegal Certificate Program course.

### Paralegal Certificate Information Session

Attend an information session before you enroll in UNLV's Paralegal Certificate program. Information sessions cover topics including paralegal job responsibilities, employment potential, financial assistance, and the UNLV Paralegal website. These sessions will help you decide if this is the right program for you.

Zachariah Parry, J.D.  
W | Oct 7 | noon-1pm | No charge  
Online-Webex | 203PL6128A

Matthew Pfau, J.D.  
Th | Oct 8 | 5:30-6:30pm | No charge  
PAR Room 401 | 203PL6128B

Zachariah Parry, J.D.  
M | Oct 12 | noon-1pm | No charge  
Online-Webex | 203PL6128C

Matthew Pfau, J.D.  
T | Oct 13 | 5:30-6:30pm | No charge  
Online-Webex | 203PL6128D

Zachariah Parry, J.D.  
M | Oct 19 | noon-1pm | No charge  
PAR Room 107 | 203PL6128E

Matthew Pfau, J.D.  
Th | Oct 22 | 5:30-6:30pm | No charge  
PAR Room 511 | 203PL6128F



UNLV Continuing Education now offers live-online LSAT preparation classes. See p. 55 or visit [ced.unlv.edu/test-prep](http://ced.unlv.edu/test-prep) for more information.

## Paralegal Certificate Program

When you earn UNLV's highly respected Paralegal Certificate, you will be well versed in the day-to-day responsibilities of a paralegal, plus you will understand the legal principles that govern our state and nation. Paralegal coursework is divided into two primary categories: Practicum and the Law. Practicum curriculum focuses on the skills most in demand in a Nevada paralegal: effective legal research, persuasive writing, law practice management, document formatting and structure, court filing, calendaring deadlines, and ethical representation. You will learn these skills and put them into practice by representing two hypothetical clients: a plaintiff and a defendant. Law curriculum covers substantive legal concepts you are most likely to encounter in paralegal practice: torts, contracts, criminal law, criminal procedure, civil procedure, family law, and estate planning/probate. UNLV paralegal graduates gain the knowledge, skills, and confidence they need to successfully enter the profession. The registration fee includes the practicum textbooks and access to LexisNexis and Westlaw. Please estimate \$400 for additional required textbooks that are not included in the registration fee. This is a hybrid course where you will be enrolled in a concurrent online learning program. Students are highly encouraged to enroll one week prior to the first day of class to avoid delays in receiving materials. Required Textbook(s): ISBN: 9781133691853, ISBN: 9781454855552, ISBN: 9781717901606

*Prerequisite:* Must have daily access to a computer and printer.

Richard Chatwin, J.D., MBA, Bre'Ahn Williams  
MW | Nov 2-March 10 (meets 30x) | 9am-noon | \$6,599; Tech Fee (Non-Refundable) \$35  
PAR Room 302 | 203PL6131A | 12.5 CEUs  
\*Class does not meet: Nov 11, 25, Dec 21, 23, 28, 30, Jan 18, Feb 15

Matthew Pfau, J.D., Caitlin Ahern  
TTh | Nov 3-March 11 (meets 30x) | 6-9pm | \$6,599; Tech Fee (Non-Refundable) \$35  
PAR Room 302 | 203PL6131B | 12.5 CEUs  
\*Class does not meet: Nov 12, 26, Dec 22, 24, 29, 31, Jan 19, Feb 16





## Parenting

[ced.unlv.edu/cp](http://ced.unlv.edu/cp)

Navigate parenting's toughest challenges including divorce and discipline. Specialized training can help you strengthen your family relationships, open channels of communication, and rediscover the positive side of parenting.

### Cooperative Parenting-Shielding Your Children From Conflict

Participate in proven conflict resolution activities within a supportive group environment. The course provides practical approaches to help parents work cooperatively to successfully co-parent their children. Class sessions 1 & 8 are mandatory for successful completion of the course. Other mandatory attendance requirements will be covered on the first day of class.

Sunshine Collins

T | Sep 8-Oct 27 (meets 8x) | 5:30-7:30pm | \$299

PAR Room 300 | 203PL6105A

Joyce Gallina, MSW

Th | Sep 10-Oct 29 (meets 8x) | 5:30-7:30pm | \$299

PAR Room 300 | 203PL6105B

## Protective Services Professional Certificate Program

[ced.unlv.edu/protective-services](http://ced.unlv.edu/protective-services)

The Protective Services Professional Certificate is an intensive, week-long training program designed exclusively for executive protection, corporate security, military, and law enforcement professionals interested in learning how to provide lower visibility personal security for high net-worth or 'at risk' individuals in permissive to semi-permissive environments. The curriculum is delivered using a blended-learning format of interactive classroom instruction, field training, case studies, subject-matter expert speakers, and practical exercises.

**PROGRAM REQUIREMENTS:** To earn the Protective Services Professional certificate you must successfully complete the following two required modules:

- Protective Driving Operations Course (PDOC)
- Protection Agent Development (PAD)

### Protective Services Professional Certificate

Train in the essential elements of personal security and protective driving operations, focusing on the standards and protocols associated with providing high level, low profile protective services. Master the skills needed by the protective services operator: walking formations, business ethics, vehicle and motorcade operations, principal cover and control techniques, legal issues and use of force, risk assessments and threat analysis, surveillance detection, as well as venue and site security. These skills are taught, practiced, and used for a final exam exercise detail in and around the Las Vegas metropolitan area. The PSPC program consists of two modules: Protective Driving Operations Course (PDOC), which is three days, and Protection Agent Development (PAD), which is four days. Successfully completing all seven days combined earns graduates the Protective Services Professional Certificate. How to Sign Up: Students must be approved for enrollment based on their work history, training, education, and/or security industry affiliation. All applicants must contact Stefanie Hughes at PFC Training at [stefanie@pfcgoc.com](mailto:stefanie@pfcgoc.com) or 702-647-1126.

*Prerequisite:* Please see [ced.unlv.edu/protective-services](http://ced.unlv.edu/protective-services) for admission standards.

Steve Krystek, PFC Training

PDOC & PAD Package

F-Th | Oct 2-8 (meets 7x) | \$2,850

Off site (PFC) | 203SD3143 | 7 CEUs

Protective Driving Operations Course (PDOC) module only

F-Su | Oct 2-4 (meets 3x) | 9am-5pm | \$1,950

Protection Agent Development (PAD) module only

M-Th | Oct 5-8 (meets 4x) | 8 am each day, varied end times | \$1,215

# Technology/Computers

## Microsoft Office

[ced.unlv.edu/microsoft-office](http://ced.unlv.edu/microsoft-office)

Learn the essential skills of Microsoft Office for business or personal use. Emphasis for Excel is on skills useful for organizing, formatting, analyzing, and presenting business data. Word training focuses on advanced features useful for formatting long documents, managing citations and figures, and the proofing process.

Courses on additional Microsoft products including Office 365, Access, OneNote, Outlook, PowerPoint, Project, SharePoint, and Visio may be arranged through our custom training team, 702-895-5099 or [continuing.education@unlv.edu](mailto:continuing.education@unlv.edu)

### **New!** Excel Advanced Workshop Bundle

Register in all three Excel Advanced Workshops to receive the discounted price of \$289.

Excel Advanced Workshop: Complex Formulas

Excel Advanced Workshop: Exploring Data Sets Excel Advanced Workshop Automating Tasks

Sharon Fry, MCT, MOS Master, MCP, MTA  
MTW | Dec 14-16 (meets 3x) | 1-4:15pm | \$289  
Online-UNLVGO and Webex | 203CUBUNDC | 0.9 CEU

### **New!** Excel Advanced Workshop: Automating Tasks

The Excel Advanced Workshop series is a fast-paced but deep dive into customizing Excel for maximum productivity and data analysis in your office, business, or sales team. You will learn time saving tips and shortcuts, best practices to avoid trouble down the road, and how to create better workbooks. Save time on repetitive, manual editing tasks by learning how Excel can help you quickly reformat your data into a consistent layout every time and more! Learn how to program macros, and practice using conditional formatting, and data validation.

*Prerequisite:* Excel I or similar working knowledge and experience.

Sharon Fry, MCT, MOS Master, MCP, MTA  
W | Dec 16 | 1-4:15pm | \$99  
Online-UNLVGO and Webex | 203CU1122 | 0.3 CEU

### **New!** Excel Advanced Workshop: Complex Formulas

The Excel Advanced Workshop series is a fast-paced but deep dive into customizing Excel for maximum productivity and data analysis in your office, business, or sales team. You will learn time saving tips and shortcuts, best practices to avoid trouble down the road, and how to create better workbooks. When simple formulas are not enough anymore, you will need to learn to multiply your productivity and the power of your workbooks by using complex formulas in Excel. You will practice applying the use of multiple functions in formulas by nesting and combining functions. Learn about Excel's formula auditing tools and become the office hero by learning how to handle errors in Excel formulas.

*Prerequisite:* Excel I or similar working knowledge and experience.

Sharon Fry, MCT, MOS Master, MCP, MTA  
M | Dec 14 | 1-4:15pm | \$99  
Online-UNLVGO and Webex | 203CU1120 | 0.3 CEU

### **New!** Excel Advanced Workshop: Data Analysis & Reporting

The Excel Advanced Workshop series is a fast-paced but deep dive into customizing Excel for maximum productivity and data analysis in your office, business, or sales team. You will learn time saving tips and shortcuts, best practices to avoid trouble down the road, and how to create better workbooks. Need to summarize data for a report or project? Learn the best practices in setting up and cleaning up your data to prepare it for clear and understandable reports and graphs. Transform large amounts of data so you and your stakeholders see just what you need. Create visual representations of your data through charts, graphs, tables, and dashboards. You will practice using Excel's PivotTables, Pivot Charts, and Quick Analysis features and you will explore the Get and Transform Data tools, Queries and Connections feature, What-If Analysis tools, plus Outline and Subtotal features.

*Prerequisite:* Excel I or similar working knowledge and experience.

Sharon Fry, MCT, MOS Master, MCP, MTA  
T | Dec 15 | 1-4:15pm | \$99  
Online-UNLVGO and Webex | 203CU1121 | 0.3 CEU



## Excel Essentials Workshop Bundle

Register in all three Excel Essentials Workshops to receive the discounted price of \$289.

Excel Essentials Workshop: Data Basics  
 Excel Essentials Workshop: Analyzing Data  
 Excel Essentials Workshop: Presenting Data

Sharon Fry, MCT, MOS Master, MCP, MTA  
 MTW | Sep 21-23 (meets 3x) | 1-4:15pm | \$289  
 PAR Room 123 | 203CUBUND | 0.9 CEU

## Excel Essentials Workshop: Analyzing Data

The Excel Essentials Workshop series is a fast-paced overview of Excel 2016, providing a jump start to get you working in the program quickly and confidently. In the analyzing data workshop, learn to transform raw data into a more digestible form to support decision making. You will create advanced formulas with named ranges and functions; understand how Excel handles dates; use tools to manipulate databases and PivotTables; explore tools for data analysis; and work with external data.

*Prerequisite:* Excel Essentials Workshop: Data Basics or equivalent; subject to instructor approval.

Sharon Fry, MCT, MOS Master, MCP, MTA  
 T | Sep 22 | 1-4:15pm | \$99  
 PAR Room 123 | 203CU1110 | 0.3 CEU

## Excel Essentials Workshop: Data Basics

The Excel Essentials Workshop series is a fast-paced overview of Excel 2016, providing a jump start to get you working in the program quickly and confidently. You will be oriented to the Excel environment and terminology; view and understand a finished spreadsheet; learn to enter and edit data; manage workbooks; use the AutoFill feature; calculate with basic formulas and use functions; create and use databases; perform basic formatting; and insert and delete cells, rows, columns, and worksheets.

*Prerequisite:* Basic working knowledge of Excel.

Sharon Fry, MCT, MOS Master, MCP, MTA  
 M | Sep 21 | 1-4:15pm | \$99  
 PAR Room 123 | 203CU1100 | 0.3 CEU

## Excel Essentials Workshop: Presenting Data

The Excel Essentials Workshop series is a fast-paced overview of Excel 2016, providing a jump start to get you working in the program quickly and confidently. You can share your data in a more compelling way once you understand Excel's tools for data presentation. In the presenting data workshop, learn to use functions to display data; apply advanced formatting with styles, themes, and conditional formatting; create and modify charts and PivotCharts; insert and manipulate images and shapes; and use advanced printing options to control output.

*Prerequisite:* Excel Essentials Workshop: Data Basics or equivalent; subject to instructor approval.

Sharon Fry, MCT, MOS Master, MCP, MTA  
 W | Sep 23 | 1-4:15pm | \$99  
 PAR Room 123 | 203CU1111 | 0.3 CEU

## Excel I

Excel I & II provide a deeper, more comprehensive, broader exploration of the software compared to the Excel Essentials series. In Excel I, discover the Microsoft Excel 2016 interface and become skilled at the essentials of manipulating cells, columns, rows, worksheets, and workbooks. Additionally, you will explore formulas and functions; create charts and sparklines; filter, sort, and import data; and be introduced to PivotTables. Assignments outside of class provide a variety of spreadsheet experiences to enrich your understanding of Excel. Required Textbook(s): *Exploring Microsoft Office Excel 2016 Comprehensive* (ISBN: 9780134479446). Digital version recommended.

*Prerequisite:* You should have computer experience and a solid understanding of Microsoft's Windows operating system including using a mouse.

Sharon Fry, MCT, MOS Master, MCP, MTA  
 Sa | Sep 26-Oct 17 (meets 4x) | 9am-1:15pm | \$329  
 PAR Room 123 | 203CW8163 | 1.6 CEUs

## Excel II

Excel I & II provide a deeper, more comprehensive, broader exploration of the software compared to the Excel Essentials series. In Excel II, gain additional practice and experience with Microsoft Excel 2016 PivotTables and PivotCharts; explore advanced formatting options; work more with formulas and functions, including using 3D references; consolidate data sets; utilize formula auditing and data tools; and work with decision making tools. Collaboration, editing, security, efficiency tools, and macros round out the curriculum. Assignments outside of class provide a variety of spreadsheet experiences to enrich your understanding of Excel. Required Textbook(s): *Exploring Microsoft Office Excel 2016 Comprehensive* (ISBN: 9780134479446). Digital version recommended.

*Prerequisite:* Excel I or similar working knowledge and experience.

Sharon Fry, MCT, MOS Master, MCP, MTA  
 Sa | Nov 14-Dec 12 (meets 4x) | 9am-1:15pm | \$329  
 Online-UNLVGO and Webex | 203CW8138 | 1.6 CEUs  
 \*Class does not meet: Nov 28

## Microsoft Office Basics

Whether you are new to Microsoft Office or simply interested in refreshing your skills, begin here. Learn the basics of how to create and edit Word documents, Excel spreadsheets, and PowerPoint presentations using the latest version of Microsoft Office. You will gain a basic knowledge of these primary Microsoft Office applications and build a strong foundation for future training and skill growth.

*Prerequisite:* Basic knowledge of computer use, opening and closing software, and accessing the Internet with a browser required.

John Larson  
 W | Oct 14-Nov 25 (meets 6x) | 1-3pm | \$189  
 PAR Room 123 | 203CW8177  
 \*Class does not meet: Nov 11

## Print & Graphic Design Certificate Programs

### ced.unlv.edu/graphic-design

Build proficiency in the core design software tools used in the commercial printing and graphic design industry. Print Design Certificate candidates study the essential concepts of print design and the Adobe applications designers use to complete their projects. Graphic Design Certificate candidates expand their Adobe design skills and learn additional design theory and print communication concepts and techniques.

The Graphic Design Certificate is suitable if you are crossing disciplines, such as web design to print and graphic design, or if you are responsible for marketing and designing materials in your current employment but have no formal training and experience in graphic design. Courses may be taken individually to expand your skill set.

Our labs are equipped with Windows PC and Mac computers (Adobe courses). Although we provide the required software programs in our computer labs during instructional times, you also need access to the software, if applicable, at home or at work to complete exercises, assignments, and projects.

**PREREQUISITES:** You must have a working knowledge of computer basics including navigating, creating, editing, and saving files and folders.

**PRINT DESIGN CERTIFICATE PROGRAM REQUIREMENTS:** To earn the Print Design Certificate you must successfully complete four core courses.

#### CORE COURSES:

- Adobe Illustrator I
- Adobe InDesign I
- Adobe Photoshop I
- Print Design Capstone: From Pre-Press to Production (Must be the last course taken)

#### GRAPHIC DESIGN CERTIFICATE PROGRAM REQUIREMENTS:

To earn the Graphic Design Certificate you must successfully complete six core courses plus an additional 0.6 CEUs of elective courses.

- Adobe Illustrator I
- Adobe Illustrator II
- Adobe InDesign I
- Adobe Photoshop I
- Adobe Photoshop II
- Graphic Design Capstone: Designing Your Brand Using Adobe Software (Must be the last course taken)

#### ELECTIVE COURSE OPTIONS:

- Introduction to Composition & Color
- Cascading Style Sheets
- Introduction to Content Management
- HTML I
- Principles of Graphic Design
- Brand Identity Basics
- WordPress I

### Adobe InDesign

Easily lay out catalogs, brochures, posters, and other publications with InDesign. Work with tools, menus, and palettes to create documents, define typesetting features, work with images, and create files for print. In-class exercises will reinforce your understanding of page setup attributes, master pages guides and margins, color definition, graphic formats, and file management.

Denise Snow

Th | Sept 3-Oct 8 (meets 6x) | 6-9pm | \$339

Online-UNLVGO and Webex | 203WM8106 | 1.6 CEUs

### Adobe Illustrator I

Generate crisp, scalable, vector-based artwork in Adobe Illustrator. Beginners and those with slight experience will learn principles of good graphic design as they create and transform shapes, draw with the pen tool, work with typography, and assign color in Illustrator. Illustrator is a designer's go-to tool for illustrations, logos, business cards, signs, ads, and much more. You will need a 32GB flashdrive and access to Adobe Illustrator.

Jessica Kennedy

W | Aug 12-Sep 16 (meets 6x) | 5:30-8:30pm | \$319

Online-UNLVGO and Webex | 202WM8121 | 1.6 CEUs

M | Sep 14-Oct 19 (meets 6x) | 5:30-8:30pm | \$339

Online-UNLVGO and Webex | 203WM8121 | 1.6 CEUs

### Adobe Illustrator II

Intermediate users will build upon their Illustrator knowledge and skills by working with layers and artboards, blending shapes and colors, working with custom brushes, working with styles and effects, working with symbols, and integrating projects with other Adobe applications. You will need a 32GB flashdrive and access to Adobe Illustrator.

*Prerequisite:* Adobe Illustrator I or possess similar working knowledge and experience.

Jessica Kennedy

M | Oct 26-Nov 30 (meets 6x) | 5:30-8:30pm | \$339

Online-UNLVGO and Webex | 203WM8100 | 1.6 CEUs

### Adobe Photoshop I

Create, design, and manipulate print-based artwork, web-based graphics, and digital photography with Adobe Photoshop. Students will learn to perform basic tasks in Photoshop, including color correction, retouching, creating composite images, using masks, resizing images, adding text, and creating art from scratch. This course targets advanced beginners who use Photoshop for personal and professional projects and wish to broaden their knowledge and skills in this program. Recommended Textbook(s): *Adobe Photoshop Classroom in a Book* (ISBN: 9780136447993)

Rakitha Perera

T | Sep 1-Oct 6 (meets 6x) | 6-9pm | \$339

Online-UNLVGO and Webex | 203WM8122 | 1.6 CEUs

## Adobe Photoshop II

Harness the more powerful elements of Adobe Photoshop to elevate the quality of your photographic and graphic design projects. This course targets intermediate users who wish to broaden their skills and get updates on the latest available features. Explore advanced layer functions and compositing, advanced retouching and masking, and prepare files for both print and web output. Recommended Textbook(s): *Adobe Photoshop Classroom in a Book* (ISBN: 9780136447993)

*Prerequisite:* Adobe Photoshop I or comparable experience.

Rakitha Perera

T | Oct 13-Nov 17 (meets 6x) | 6-9pm | \$339  
PAR Room 125 | 203WM8123 | 1.6 CEUs

## New! Brand Identity Basics

Brand identity is the comprehensive impression the consumer receives from a product, person, or business. Crafting and cultivating the message that differentiates a company, product, or individual from the competition is an essential skill in design and business. Delve into contemporary practices of corporate brand identity design by reviewing and discussing brand-building concepts. You will research and analyze the strategies utilized in advertising and be able to identify all aspects of the brand: its proposition (what), its purpose (why), its brand positioning (where and how), and its brand personality and values (who).

Denise Snow

W | Oct 14-28 (meets 3x) | 6-8pm | \$189  
PAR Room 302 | 203WM8179 | 0.6 CEU

## Graphic Design Capstone: Designing Your Brand Using Adobe Software

Create a comprehensive corporate or personal brand identity project by applying skills learned in previous graphic design classes. This course will give you an opportunity to showcase your creative vision and technical graphic design skills through multiple media types. This course must be the last class taken to complete the requirements of the Graphic Design Certificate.

*Prerequisite:* Adobe Illustrator I, Adobe Illustrator II, Adobe InDesign I, Adobe Photoshop I, Adobe Photoshop II, & .6 CEUs of electives.

Rakitha Perera

T | Dec 1-22 (meets 2x) | 6-9pm | \$219  
PAR Room 125 | 203WM8177 | 0.6 CEU  
\*Class does not meet: Dec 8 & 15

## Introduction to Composition & Color

Bring more purpose to your art and graphics projects after investigating the practical, physical, and psychological reasons we see and react to everything from web pages to greeting cards to fine art. Once you grasp the fundamentals of composition and color theory, you can apply these elements to your own art and design work. This class is also an elective for Print and Graphic Design Certificate Programs. Supply list will be provided.

Gabbie Hirsch W | Oct 28-Nov 18 (meets 3x) | 6-8pm | \$119  
PAR Room 511 | 203AR1220 | 0.6 CEU

\*Class does not meet: Nov 11

## New! Principles of Graphic Design

What makes good design good? Learn about the history of graphic design, the basics of color theory, the elements and principles of design, and the tools and technologies used in visual communication. You will explore the essential principles for beautiful and effective visual communication in your print or graphic design projects. Learning the “rules” of design, how to consistently apply them, and when to break them will enhance your graphic design creations. Examine how features such as color, shape, texture, size, and value contribute to an effective design. Learn how balance, contrast, alignment, rhythm, repetition, movement, harmony, emphasis, and unity work together to convey your intended message.

Jessica Kennedy

W | Sep 23-Oct 7 (meets 3x) | 5:30-7:30pm | \$189  
Online-UNLVGO and Webex | 203WM8178 | 0.6 CEU

## Print Design Capstone: From Pre-Press to Production

All your training in print design comes together in a final portfolio project. Fuse your knowledge of Adobe InDesign, Adobe Illustrator, and Adobe Photoshop into a single integrated branding project. Receive file-building and pre-press training so your files will export correctly and result in beautiful printed pieces. This course must be the last class taken to complete the requirements of the Print Design Certificate.

*Prerequisite:* Adobe Illustrator I, Adobe InDesign I, Adobe Photoshop I

Jessica Kennedy

W | Dec 2-23 (meets 4x) | 5:30-8:30pm | \$219  
Online-UNLVGO and Webex | 203WM8156 | 1.2 CEUs

## WordPress I

WordPress is the most popular content management system (CMS) available. Harness the power of WordPress CMS to build modern, easy-to-navigate websites. Learn how to install, set up, and publish websites using the core functionality of the WordPress platform. Gain familiarity with customizing themes, building e-commerce shops, and implementing basic search engine optimization into your WordPress website.

*Prerequisite:* HTML-I or have similar working knowledge and experience.

Denise Snow

Th | Oct 15-Nov 19 (meets 6x) | 6-9pm | \$339  
PAR Room 125 | 203WM8171 | 1.8 CEUs

## Unmanned Aircraft Systems Certificate Program

ced.unlv.edu/uas

Be on the forefront of Unmanned Aircraft Systems (UAS) operation, policy, safety, and application. UAS are finding expanding commercial and public application across many industries including construction, agriculture, environmental monitoring, security, delivery, and more. Demand for licensed operators is growing rapidly! With this certificate you will not only build strong technical understanding through classroom and online instruction, but also gain experience via flight labs. Hands-on, interactive flight instruction will build full competence to manage flight operations for UAS multirotor platforms. The certificate program is open to anyone interested in this rapidly growing field of aviation.

### Unmanned Aircraft Systems Certificate

Become an FAA-licensed commercial drone pilot. This blended instructor-based and online course is designed to prepare students to fly within current Unmanned Aircraft System (UAS) Federal Aviation Administration (FAA) regulations. Students are introduced to UAS system design, flight methods, and local and federal regulations. This course covers all the necessary topics to successfully obtain an FAA commercial drone license, "Part 107 Remote Pilot Certificate" and AUVSI Trusted Operator Programs Levels 1 and 2. Students will participate in flight demonstrations and experience hands-on flight missions. This course meets the requirements of ASTM F3266 - 18, Standard Guide for Training for Remote Pilot in Command of Unmanned Aircraft Systems (UAS) Endorsement. FAA Part 107 Remote Pilot Certificate test fees are not included in the course. Access to the online component is available up to two weeks prior to the in-person meet dates. You should anticipate spending eight hours in online preparation before the in-person meet dates, plus eight hours for online follow-up. Please note, students should expect to register for the FAA Unmanned Aircraft General (UAG) written exam during the first in-person session. Students must provide own transportation to flight locations within one hour of Las Vegas Valley. Please note, due to the online component of this class, requests to drop the class and receive a refund must be submitted no later than two weeks prior to the in-person class session.

Jonathan Daniels, Crystal Berry, Praxis Aerospace Concepts, Inc.

FSaSu | Oct 16-25 (meets 6x) | 8am-5pm | \$1,899

Praxis Aerospace | 203UA1110 | 4 CEUs

\*Class meets: 6-10pm on Fridays.

## Video Production

ced.unlv.edu/video-production

### Adobe Premiere: Video Editing I

Get started editing videos using Adobe Premiere Pro. Learn how to navigate the software so you can import video, compile clips into a sequence, perform simple special effects, correct color and exposure, add text, and export final projects. The skills learned in class will translate to editing movies, short films, documentaries, video blogs, or even home movies.

Craig Bergonzoni

W | Oct 7-21 (meets 3x) | 6-8pm | \$119

PAR Room 125 | 203CW8151

### Adobe Premiere: Video Editing II

Take your basic video editing skills to the next level. Learn about film and editing grammar, different editing methods, and the reasons behind them. This class uses Adobe Premiere Pro to demonstrate and practice these techniques, but the principles apply across other editing platforms. Your new skills will translate to freelance editing, editing movies, short films, documentaries, video blogs, or even home movies.

*Prerequisite:* Adobe Premiere: Video Editing I or comparable experience.

Craig Bergonzoni

Th | Dec 3-17 (meets 3x) | 6-8pm | \$119

PAR Room 125 | 203CW8152

### Videography I: The Essentials

Confidently shoot professional HD video with camcorders, DSLR cameras, smartphones or other video recording devices. Cover lighting techniques for indoor and outdoor locations as well as best practices for recording audio. The skills learned in this class will allow for video production of interviews, films, documentaries, or even YouTube channels.

Craig Bergonzoni

W | Sep 9-23 (meets 3x) | 6-8pm | \$119

PAR Room 101 | 203CW8155

## Web Design Classes

[ced.unlv.edu/web-design-classes](http://ced.unlv.edu/web-design-classes)

An eye-catching website where essential information is at your fingertips is a major asset for any business. Demand for web design professionals who can translate a company's brand or mission into a dynamic online presence is high. Specialized training in today's leading design and development platforms ensures you can take a site from concept to completion, incorporating best practices in responsive design, content management, and search engine optimization.

### WordPress I

WordPress is the most popular content management system (CMS) available. Harness the power of WordPress CMS to build modern, easy-to-navigate websites. Learn how to install, set up, and publish websites using the core functionality of the WordPress platform. Gain familiarity with customizing themes, building e-commerce shops, and implementing basic search engine optimization into your WordPress website.

*Prerequisite:* HTML-I or have similar working knowledge and experience.

Denise Snow

Th | Oct 15-Nov 19 (meets 6x) | 6-9pm | \$339  
PAR Room 125 | 203WM8171 | 1.8 CEUs

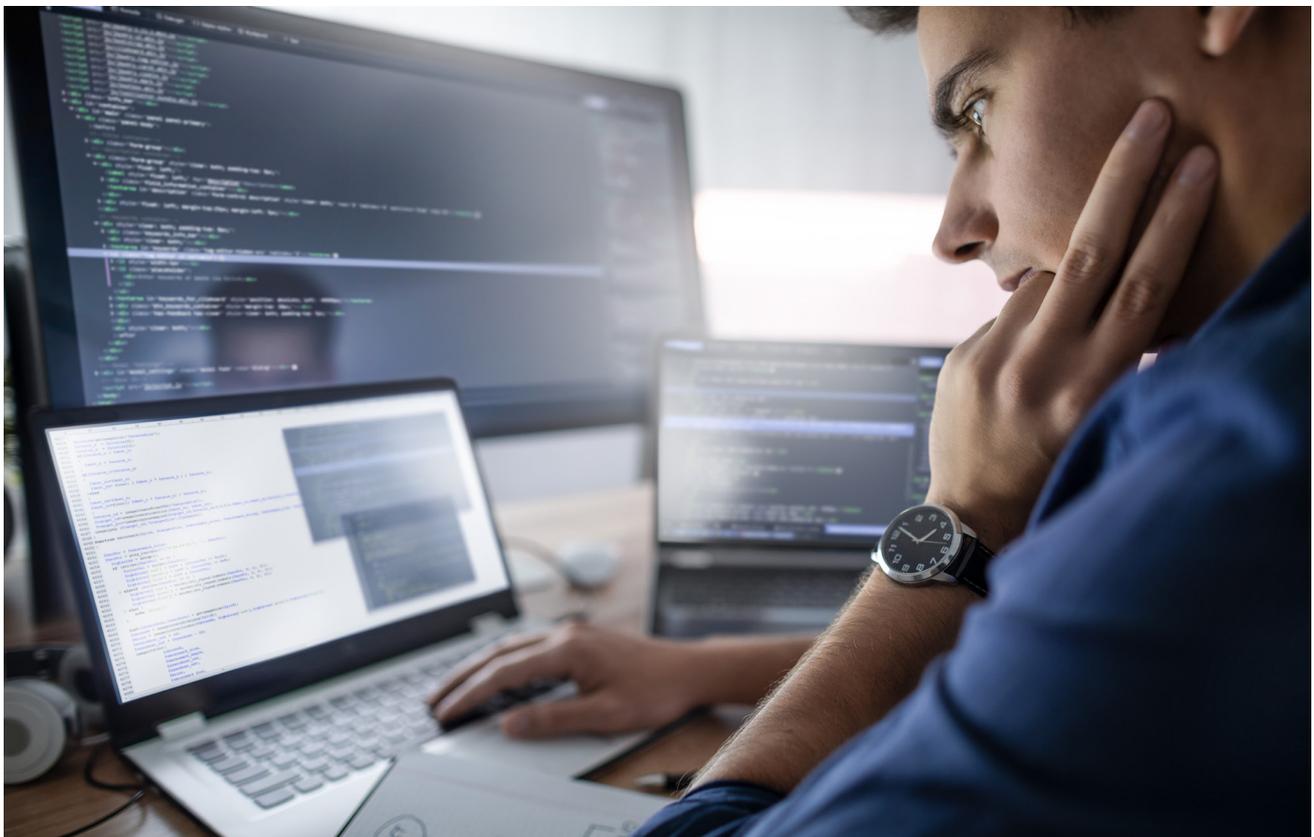
## Web Development Coding Certificate Program

[ced.unlv.edu/coding-bootcamp](http://ced.unlv.edu/coding-bootcamp)

Learn in-demand skills in web development by earning a UNLV Continuing Education certificate in the UNLV Coding Bootcamp. From React.js to Ruby on Rails, experienced instructors teach a challenging curriculum full of the most sought-after coding skills in the tech industry. Great programmers can adapt and adjust to new technologies that arise and grow with the technology field. That's why our curriculum focuses on teaching you how to learn, think, and problem solve like a software engineer. The 24 week part-time schedule is designed to fit the needs of working professionals as you train for career change or advancement.



Visit [ced.unlv.edu/coding-bootcamp](http://ced.unlv.edu/coding-bootcamp) for upcoming program dates, for information about the application process, and to sign up for the interest list



# Healthcare/Wellness Professionals

## Certified Nursing Assistant

[ced.unlv.edu/certified-nursing-assistant](http://ced.unlv.edu/certified-nursing-assistant)

UNLV Continuing Education is partnering with the Perry Foundation's Academy of Health to offer the Certified Nursing Assistant Training Program. Certified Nursing Assistants (CNAs) offer patients compassion and patience while assisting them with day-to-day life tasks such as dressing, bathing and feeding. CNAs enjoy solid job security and frequently work a flexible schedule. Typical work environments include long-term care facilities, hospitals, clinics, and in the home.

**PROGRAM REQUIREMENTS:** To earn the Certified Nursing Assistant Certificate you must successfully complete the CNA course.



## Certified Nursing Assistant (CNA) Training Program

As a Certified Nursing Assistant (CNA), you will offer patients compassion and patience while assisting them with day-to-day life tasks such as dressing, bathing, and feeding. Typical work environments include long-term care facilities, hospitals, clinics, and in the home. While in school, you will be instructed on a broad range of subjects, including infection control, communication and interpersonal skills, safety and emergency procedures, personal care skills, psychosocial needs, basic restorative services and skills, basic nursing skills, quality improvement and more. The training is 96 hours and takes four weeks to complete, preparing you to take the Nevada State Board of Nursing exam. A separate refund policy applies to this course. Please reference the Perry Foundation for updated information.

Textbook, workbook and one set of scrubs (top and bottom) are included in the tuition. Students will need to purchase additional items and will need to be financially responsible for additional licensing requirements.

*Prerequisite:* Students wishing to enroll in the CNA Program must be 18 years of age and show proof of high school diploma or equivalency. Once registered, students will complete an enrollment agreement.

Crystal Alexander, RN  
WThFM | Aug 5-28 (meets 12x) | 8am-4:30pm | \$2,100  
Perry Foundation | 202NA1100C | 9.6 CEUs

Claudette Lachowicz  
MTW | Aug 24-Sep 16 (meets 12x) | 8am-4:30pm | \$2,100  
Perry Foundation | 202NA1100D | 9.6 CEUs

Crystal Alexander, RN  
ThFMTW | Sep 3-28 (meets 12x) | 8am-4:30pm | \$2,100  
Perry Foundation | 203NA1100A | 9.6 CEUs

Crystal Alexander, RN  
FMTWTh | Oct 2-30 (meets 12x) | 8am-4:30pm | \$2,100  
Perry Foundation | 203NA1100C | 9.6 CEUs

Claudette Lachowicz  
MTWThF | Oct 19-Nov 11 (meets 12x) | 8am-4:30pm | \$2,100  
Perry Foundation | 203NA1100C | 9.6 CEUs

Crystal Alexander, RN  
TWThFM | Nov 3-25 (meets 12x) | 8am-4:30pm | \$2,100  
Perry Foundation | 203NA1100D | 9.6 CEUs

Crystal Alexander, RN  
WThFMT | Dec 2-23 (meets 12x) | 8am-4:30pm | \$2,100  
Perry Foundation | 203NA1100E | 9.6 CEUs

## Mat Pilates & Injury Prevention Certificate Program

[ced.unlv.edu/pilates](http://ced.unlv.edu/pilates)

UNLV Division of Educational Outreach and the UNLV Department of Dance have partnered to offer a Mat Pilates and Injury Prevention Certificate. The certificate provides Pilates and dance instructors and practitioners with a practical understanding of human anatomy and dance kinesiology useful in preventing injuries. The certificate consists of both technique and theory classes, with an anatomical approach to movement. The technique courses include exercises in flexibility and tone, using a variety of tools, including thera bands, small balls, small weights, and large balls. Theory courses include the foundations of dance kinesiology and human anatomy to provide key information for the prevention and care of injuries.

**PROGRAM REQUIREMENTS:** To earn the Mat Pilates & Injury Prevention Certificate, you must successfully complete six required courses.

### CORE COURSES:

- Pilates I (DN2110)-needs to be taken 2x, including 1 time after or concurrently with Dance Kinesiology or Prevention & Care of Dance Injuries
- Dance for Flexibility & Tone (DN2111)-needs to be taken 2x including 1 time after or concurrently with Dance Kinesiology or Prevention & Care of Dance Injuries
- Dance Kinesiology (DN2112)
- Prevention & Care of Dance Injuries (DN2113)

### Dance for Flexibility & Tone

This course provides the student an understanding of body alignment with an emphasis on dance flexibility and muscle tone, including the importance of breath patterns while activating muscles during stretch or contraction. Also explore basic theory of muscle physiology including how muscles contract and stretch. This course will cover both the theory and the physical aspects of improving muscle tone and flexibility. This course will provide information on both eccentric and concentric contractions and the difference between cold and warm stretches. Students may also enroll for university credit in DAN 110. Students will be required to submit videos of themselves demonstrating the given stretches. You must have access to a TheraBand, 55cm or 65cm exercise ball, and 2 or 3 lb. free weights (1 credit).

Kimberly Amblad, UNLV Department of Dance  
Aug 24-Dec 5 | \$267  
Online Delivery | 202DN2111B | 3.6 CEUs

### Dance Kinesiology

Study of the muscular and skeletal structures of the body involved in the discipline of dance. Emphasis is on major muscle groups and joint actions, their capacity for movement. Special attention will be paid to the causes and prevention of dance injuries. This course provides the student an understanding of the human body as it relates to the art of dance and movement. The student will study the muscular and skeletal structures of the body involved in the discipline of dance. Emphasis will be on major muscle groups, joint actions, and their capacity for movement. Students may also enroll for university credit in DAN 351 for 3 credits.

*Prerequisite:* Pilates I or Dance for Flexibility & Tone

Ian Dodge, UNLV Department of Dance  
Aug 24-Dec 5 | \$829  
Online Delivery | 202DN2112B | 3.6 CEUs

### Pilates I

The class is an introduction of the theory and techniques applicable to athletes and sports medicine, all dance forms and also beneficial for the general public as well. The students will study mat work and the history of Pilates theory and technique. Students may also enroll for university credit in DAN 108.

Alissa Kuhn, UNLV Department of Dance

Aug 24-Dec 2 (meets 28x) | \$277  
Online Delivery | 202DN2110A | 3.6 CEUs

TTh | Aug 25-Dec 3 (meets 29x) | 4-5:15pm | \$258  
MPE Room 506 | 202DN2110B | 3.6 CEUs  
\*Class does not meet: Nov 26

### Prevention & Care of Dance Injuries

This course creates an interactive experience for students to build muscle groups and study the basic concepts of injury as applied to these muscle groups, immediate care of dance injuries and the accelerated rehabilitation, and safe return to activity. Students will explore the prevention and care of dance injury, including the three major topic areas of overuse, joint instability, and impingement and compression. The course also includes learning basic postural techniques and exercise forms that can help in the identification and prevention of specific injury. Students may also enroll for university credit in DAN 451 for 3 credits.

*Prerequisite:* Dance Kinesiology

Dolly Kelepecz, UNLV Department of Dance  
Aug 24-Dec 5 | \$829  
Online Delivery | 202DN2113B | 3.6 CEUs

## Medical Assistant Certificate Program

[ced.unlv.edu/medical-assistant](http://ced.unlv.edu/medical-assistant)

Become a medical assistant through UNLV's revised Medical Assistant Certificate Program. Students will practice in a state-of-the-art high fidelity simulation center providing an unparalleled hands-on training experience. In six short months, you will prepare for a career working with patients or supporting the administrative functions of a medical office. The curriculum covers a wide variety of tasks frequently assigned to medical assistants including scheduling, reception, bookkeeping, insurance, billing and coding, maintaining medical records, preparing patients for examination, assisting with physicals, performing screening tests, preparing medical equipment, and more. Program also includes externship opportunities.

### Medical Assistant Certificate Program Information Session

Find out how you can develop the technical skills, knowledge, and work habits required for an entry-level position in the medical assisting field. Attend a free information session to meet instructors and learn about class format, curriculum, facilities, online support, financial assistance, and employment outlook. Students who attend an information session receive \$500 tuition discount.

Sammie Nix

F | Aug 14 | 5-6pm | No charge

Online Delivery | 202ME6102B



### Medical Assistant Certificate Program

Prepare for a career working with patients or supporting the administrative functions of a medical office. UNLV's Medical Assistant program provides you with real-world administrative and clinical skills that are essential to working in the modern medical office. Using an applied learning approach the curriculum will help you develop the tactile and critical thinking skills necessary for working in today's health care setting. By the end of the six month course, students will develop the skills frequently assigned to medical assistants including scheduling, reception, bookkeeping, insurance billing and coding, maintaining medical records, preparing patients for examination, assisting with physicals, performing screening tests, preparing medical equipment, and more. The program is paired with an online learning management system offering additional resources and tools and real-world simulations using electronic health record software. Additionally, students will use online assessment tools which monitor individual progress. Textbooks are included in tuition and will be distributed on the first day of class.

Continuing Ed Staff

MTWTh | Oct 12-Apr 19 (meets 93x) | 6-9pm | \$5,999

Shadow Lane Campus, Room TBD | 203ME6130 | 30 CEUs

\*Class does not meet: Nov 11, 26, Dec 21-31, Jan 18, Feb 15, Mar 15-18

### Medical Assistant Externship

This hands-on training and real-world experience is specifically for students successfully completing UNLV's Medical Assistant Program. Students will have the opportunity to work temporarily in a health care facility alongside medical professionals. This externship consists of 160 hours of unpaid work experience. Upon successful completion of the externship, students will sit for the Certified Clinical Medical Assistant (CCMA) exam. Students will need to have updated immunizations and a physical to complete this experience.

*Prerequisite:* Students must complete the Medical Assistant Program Course, provide immunizations and physical exam.

Sammie Nix

Sa | Oct 10-31 (meets 4x) | 9am-noon | \$349

Shadow Lane Campus, Room TBD | 203ME6131

## NASM & AFAA Fitness Professional Certification Preparation Programs

[ced.unlv.edu/fitness](http://ced.unlv.edu/fitness)

Personal trainers and group fitness instructors enjoy flexible hours and energetic work environments including gyms, corporate fitness centers, and resorts. NASM Personal Fitness Trainer students learn to work one-on-one with clients to define their fitness and wellness goals and design customized training plans. As a Group Fitness Instructor student, you will discover how to share your love for fitness and inspire others through your classes. Be ready to teach everything from high intensity cycling to yoga, and help others enjoy getting fit with science-backed movements and exercises. These courses prepare you to earn a certificate from the National Academy of Sports Medicine's (NASM) or the Athletics and Fitness Association of America's (AFAA) nationally-recognized programs.

### New! Fitness Bundle

Register in both NASM Personal Fitness Trainer and AFAA Group Fitness Instructor to receive the discounted price of \$1,999.

Marko Westwood, GFI, Kristine Bragg, PhD  
T | Sep 8-Feb 16, (meets 21x) | 6-9pm | \$1,999  
UNLV Campus & PAR Room 512 | 203SMBUNDA | 6.15 CEUs  
\*Class does not meet: Nov 24, Dec 22 & 29

### New! AFAA Group Fitness Instructor

Prepare for a career as a group fitness instructor with UNLV and the Athletics and Fitness Association of America® (AFAA). Learn about the human body and fitness, and gain the communication and instruction skills you will need to be successful in the group fitness setting. In-person class sessions supplement the required concurrent online component and help you apply your growing knowledge. Upon completion, you will be prepared to take the AFAA Group Fitness Instructor certification exam. Registration fee includes textbook, access to online content, the AFAA Group Fitness Instructor certification exam, and a retest voucher. It also includes CPR training and 2-year certification which is required to test for your Group Fitness Instructor certification exam.

Marko Westwood, GFI  
T | Dec 1-Feb 2 (meets 10x) | 6-9pm | \$899  
PAR Room 512 | 203SM3104 | 3 CEUs  
\*Class does not meet: Dec 22 & 29



### NASM Personal Fitness Trainer

Prepare for a career as a certified personal trainer with a NCAA-accredited National Academy of Sports Medicine certification. The course will cover basics of human movement, resistance training, flexibility, cardiovascular training, balance, core, reactive training, speed, agility, and quickness. You will gain hands-on experience with fitness assessments and learn how to work with future clients. This course is designed as a supplement to the required concurrent online component. Upon completion, you will be prepared to take the certification exam. Students are required to complete an additional 50 hours of online coursework as well as homework and fitness training outside of normal class meeting times. Course fee includes NASM text, access to online instruction and the certification exam. It also includes CPR 2-Year Certification which is required to test for your certification exam. Required Textbook(s): *The Anatomy Coloring Book* (ISBN: 9780321832016)

Kristine Bragg, PhD  
T | Sep 8-Nov 17 (meets 11x) | 6-8:30pm | \$1,249  
UNLV Campus | 203SM3100 | 3.15 CEUs



Due to COVID-19, our class schedule is regularly evolving. We will post updates to programs on our website, [ced.unlv.edu](http://ced.unlv.edu). We will also continue to communicate changes through email and social media.

## Social Work CEU Classes

[ced.unlv.edu/social-work](http://ced.unlv.edu/social-work)

Earn your CEUs in-person or online from the UNLV School of Social Work. Training led by UNLV School of Social Work faculty and experienced Southern Nevada clinicians will expand your understanding of topics commonly faced by social workers in their practices. The Social Work Continuing Education Unit series is offered as a partnership between UNLV School of Social Work and UNLV Continuing Education. Courses are designed for behavioral health practitioners in Nevada. All CEUs are approved by the following boards: Nevada Board of Examiners for Social Workers, Nevada Board of Psychological Examiners, and Nevada Board of Examiners for Marriage and Family Therapists and Clinical Professional Counselors.

### Assessing & Treating Childhood Trauma

Distinguish acute trauma, chronic trauma, complex trauma, neglect, and traumatic grief in children, and consider how each type of traumatic experience can affect children's wellbeing. Learn how similar traumas can affect children differently and discuss factors that influence severity of reactions. The immediate and long term impact of trauma on a child's brain development will be reviewed. Clinical interventions will be discussed with an emphasis on Trauma-Focused Cognitive Behavioral Therapy. Suggestions for working with caregivers of traumatized children will be provided. As working with traumatized children can cause particular stress for clinicians, self-care will be addressed. Finally, you will be given resources to further continued professional competence. This course is approved for 3 CEUs through the following boards: Nevada Board of Examiners for Social Workers, Nevada Board of Psychological Examiners, and Nevada Board of Examiners for Marriage and Family Therapists.

Anne-Marie Abruscato, LCSW, UNLV School of Social Work  
Th | Nov 19 | 6-9pm | \$59  
Online-Webex | 203SW3201 | 0.3 CEU

### Borderline Personality Disorder

Learn about the challenges clients can experience in regulating emotional, behavioral, and cognitive responses typically seen when they have an emotion dysregulation disorder, such as Borderline Personality Disorder (BPD). Explore how overwhelming emotion can lead to an individual engaging in dangerous, life-threatening behaviors (self-harm, substance use, etc.) as a means to cope with the intensity of the emotion. Orient to an array of therapeutic strategies within the DBT framework that clients can learn to alleviate the effects of having a pervasive emotional dysregulation disorder. Gain a working knowledge of therapist-client relationship within the DBT framework. This course is approved for 3 CEUs through the following boards: Nevada Board of Examiners for Social Workers, Nevada Board of Psychological Examiners, and Nevada Board of Examiners for Marriage and Family Therapists.

Vena Wilson, LCSW, UNLV School of Social Work  
Th | Aug 20 | 6-9pm | \$59  
PAR Room 511 | 202SW3206 | 0.3 CEU

### Mindfulness for Practitioners in Trauma-Informed Care

This course will provide a brief overview of biological, psychological, and social processes that underly the development of traumatic illness following exposure to adverse experiences. The course will then discuss principles of mindfulness and the theoretical and empirical evidence in support of mindfulness-based interventions with trauma-exposed populations. Finally, we will conclude with experiential mindfulness practice and discuss strategies for implementing this practice effectively in the clinical context. This course is approved for 3 CEUs through the following boards: Nevada Board of Examiners for Social Workers, Nevada Board of Psychological Examiners, and Nevada Board of Examiners for Marriage and Family Therapists.

Nicholas Barr, PhD, MSW, UNLV School of Social Work  
Th | Sep 17 | 6-9pm | \$59  
PAR Room 512 | 203SW3219 | 0.3 CEU

**New!**

### Subpoenas, Court Orders, & Depositions, Oh My! Ethical Practice in Court

Mental health professionals are often confused about how to respond to subpoenas and what to expect in the courtroom. Explore common ethical considerations for clinicians navigating the legal system. This ethics course is approved for 4 CEUs through the following boards: Nevada Board of Examiners for Social Workers, Nevada Board of Psychological Examiners, and Nevada Board of Examiners for Marriage and Family Therapists. \*\*Please note that there was an error in the postcard mailed out on 2/21. This workshop is scheduled for Thursday, August 13, 5pm - 9:15pm (4 CEUs). This course DOES meet Nevada's Social Work licensing requirement for four hours of instruction in professional ethics.

Kathleen Bergquist, JD, PhD, MSW, UNLV School of Social Work  
Th | Aug 13 | 5-9:15pm | \$69  
PAR Room 512 | 202SW3226 | 0.4 CEU

### Treating Addictions

Chemical or process addiction has created suffering among many people; knowing how to help people deal with addiction has become an important but challenging task. This program focuses on the instructor's ACQS model in treating addiction: A is the fundamentals of addiction; C is co-occurring disorders; Q is the quality of life; and S is the social factor. This course is approved for 3 CEUs through the following boards: Nevada Board of Examiners for Social Workers, Nevada Board of Psychological Examiners, and Nevada Board of Examiners for Marriage and Family Therapists.

An-Pyng Sun, PhD, LCSW, UNLV School of Social Work  
Th | Oct 15 | 6-9pm | \$59  
PAR Room 512 | 203SW3209 | 0.3 CEU

# Nonprofit

## Grant Academy Certificate Program

[ced.unlv.edu/grant-academy](http://ced.unlv.edu/grant-academy)

The Grant Writing Certificate is offered in partnership with the UNLV School of Environmental and Public Affairs. Students in the program will gain skills in identifying relevant grant opportunities, writing strong proposals, tracking program outcomes, managing reports to funders, and utilizing available technologies and data sources to make a convincing case for support. Curriculum will guide you through the full life cycle of a grant, enabling you to produce winning applications plus policies to support successful oversight and administration. Courses may be taken individually to expand your skill set.

**PROGRAM REQUIREMENTS:** To earn the UNLV Grant Academy Certificate you must successfully complete five core courses.

### CORE COURSES:

- Identifying Funding Sources
- Building a Grant Ready Organization
- Proposal Writing I
- Proposal Writing II
- Grants Management

### Grant Academy Information Session

Learn more about how the UNLV Grant Academy works. Meet with the instructors of the program as they provide an industry analysis and break down the Grant Academy course sequence. This information session will help you determine how this program can refine your grant writing and management skills and consequently enhance your career prospects.

Beth Rubins, MSW, Kenneth B. Lange, Cynthia Radley, Kipp Ortenburger, Laura Meyer  
T | Aug 25 | 6-7pm | No charge  
Online-Webex | 202GR1150

### Grant Academy Bundle

Register for this class to receive bundle discount of \$899 for all five classes.

- Building a Grant Ready Organization
- Grants Management
- Identifying Funding Sources
- Proposal Writing I
- Proposal Writing II

Beth Rubins, MSW, Kenneth B. Lange, Cynthia Radley, Kipp Ortenburger, Laura Meyer  
Th | Sep 8-Dec 10 (meets 20x) | 4-6pm | \$899  
Online-UNLVGO and Webex | 203GRBUND | 4.2 CEUs

### Building a Grant Ready Organization

Assess and build the organizational capacity necessary to obtain grant funding. Examine how management decisions, policies, and partnerships impact funding outcomes. Time will also be spent looking at how effective program development and project design can ensure competitive grant applications. You will work on case studies, mission statements, management strategies, and communication tools to support successful grant writing.

Continuing Ed Staff  
TTh | Sep 29-Oct 8 (meets 4x) | 4-6pm | \$199  
Online-UNLVGO and Webex | 203GR1142 | 0.8 CEU

### Grants Management

Effectively manage and report on grants once awards have been made. Not only will you need to complete the funded project, you will also have to gather data, evaluate the impact of your programs, and monitor all project expenses. Thorough documentation of your grant outcomes will help garner additional support and renewed funding by demonstrating return on investment for funding received.

Cynthia Radley  
TTh | Dec 1-10 (meets 4x) | 4-6pm | \$199  
Online-UNLVGO and Webex | 203GR1136 | 0.8 CEU

### Identifying Funding Sources

Match your project to the best funding source to improve the odds of support. Not every project is a good fit for every grant program; deciding which grants to pursue is an important grant writing skill. This course will explain different types of grants and outline ways to research and uncover grant opportunities. Participants will also learn to analyze and match specific program characteristics and organizational capacity with funding opportunities for successful grant proposals.

Kipp Ortenburger  
TTh | Sep 8-17 (meets 4x) | 4-6pm | \$199  
Online-UNLVGO and Webex | 203GR1140 | 0.8 CEU

### Proposal Writing I

Prepare a grant application targeted at smaller state and local philanthropic funding sources. Craft a convincing case for funding and write a statement of need. Additionally, develop a simple project budget and write a supporting narrative which clearly articulates the anticipated program outcomes and benefits.

Laura Meyer  
TTh | Oct 20-29 (meets 4x) | 4-6pm | \$199  
Online-UNLVGO and Webex | 203GR1144 | 0.8 CEU

## Proposal Writing II

It's time to go after a big one. Prepare a grant application targeted at large funding sources including the federal government and large philanthropic foundations. Analyze complex request for proposals (RFPs) to identify funding sources and obstacles, and then understand how to structure your budget and narrative to meet all requirements. Strategic community partnerships and organizational capacity will be examined within the context of large-scale awards. Time will be spent reviewing special legal and regulatory issues related to compliance issues for large funding awards.

*Prerequisite:* Proposal Writing I

Beth Rubins, MSW

TTh | Nov 10-19 (meets 4x) | 4-6pm | \$199

Online-UNLVGO and Webex | 203GR1134 | 0.8 CEU

## Nonprofit Fundraising Certificate Program

[ced.unlv.edu/nonprofit-fundraising](http://ced.unlv.edu/nonprofit-fundraising)

Amplify your fundraising expertise so your nonprofit can stabilize its finances and focus on its mission. Current and prospective fundraising professionals will delve into all aspects of a thriving, sustainable fundraising enterprise. Curriculum covers ethics, best practice processes and procedures, data collection and management, and donor relations. Explore varied campaign types and fundraising strategies, including annual campaigns, legacy giving, capital campaigns, special events, corporate or private sponsorship, government funding, grants, and online giving. Along the way you will gain an understanding of why people give and learn how to articulate a compelling case for support.

**PROGRAM REQUIREMENTS:** To earn the Nonprofit Fundraising Certificate you must successfully complete four required core courses and 2.4 CEUs of elective courses.

### CORE COURSES:

- Responsible Fundraising
- Effective Fundraising
- Donor Relations
- Infrastructure & Process of Nonprofit Fundraising

**ELECTIVE COURSE OPTIONS:** Offerings vary by semester. Visit [ced.unlv.edu/nonprofit-fundraising](http://ced.unlv.edu/nonprofit-fundraising) for a complete list of electives and more details about this program.

## Nonprofit Fundraising Information Session

Learn more about the UNLV Nonprofit Fundraising Certificate. Meet with the instructors of the program as they provide an overview of the Nonprofit Fundraising course sequence and content. This information session will help you determine how this program can assist your organization to create a compelling case for support.

Continuing Ed Staff

M | Aug 17 | 6-7pm | No charge

Online-Webex | 202NP3172

## Nonprofit Fundraising Bundle

Register in all four core classes for the Nonprofit Fundraising Certificate program and receive the discounted price of \$899

- Responsible Fundraising
- Effective Fundraising
- Donor Relations
- Infrastructure & Process of Nonprofit Fundraising

T. Clay Buck, CFRE, Jeff Grandy, Gregory Gudenkauf, MPA

MW | Sep 14-Nov 23 (meets 17x) | 4-7pm | \$899

Online-UNLVGO and Webex | 203NPBUNDA | 5.1 CEUs

## Donor Relations

Take a donor-centric and data-driven approach to donor identification, cultivation, solicitation, and stewardship. First, study donor psychology and behavior fundamentals so you better understand why people give. Then, walk through the full life cycle of working with donors—from researching prospects, to connecting with ideal donors, to making the request, to acknowledging gifts. Time will also be dedicated to discussing the appropriate role each member of your organization should play in the fundraising process.

Jeff Grandy

MW | Nov 9-23 (meets 4x) | 4-7pm | \$229

Online-UNLVGO and Webex | 203NP3170 | 1.2 CEUs

## Effective Fundraising

The principles of responsible and ethical fundraising are valuable to every nonprofit organization. Now that you have explored many of these concepts, it is time to put these ideas into action. This course will prepare you to take concrete steps to implement your organization's fundraising plan. Learn to ask the proper questions to determine what type of fundraising strategies best meet your goals, plus discuss the techniques of prospect/donor identification, cultivation, and stewardship you should employ to set your organization up for success. Focus on organizational resources—staff, volunteers, marketing channels—that can be utilized to carry out your fundraising strategy and share your case for support. Develop ways to identify and record data that allow you to evaluate your fundraising strategies.

*Prerequisite:* Responsible Fundraising

Gregory Gudenkauf, MPA

MW | Oct 19-28 (meets 4x) | 4-7pm | \$229

Online-UNLVGO and Webex | 203NP3169 | 1.2 CEUs

## Infrastructure & Process of Nonprofit Fundraising

The key to successful fundraising is having a strong infrastructure and process to support the great work you do in building relationships with donors and funders. Your list of donors and prospects is your single greatest asset as a fundraiser, so take care to manage it wisely. Examine the processes and systems that support high revenue-generating fundraising including database management, wealth intelligence and prospect research, staff and volunteer management, reporting, and general business principles to ensure your program is well taken care of now and into the future.

*Prerequisite:* Responsible Fundraising or comparable experience.

T. Clay Buck, CFRE

MW | Oct 5-14 (meets 4x) | 4-7pm | \$229

Online-UNLVGO and Webex | 203NP3163 | 1.2 CEUs

## Responsible Fundraising

Go way beyond simply asking for donations to your nonprofit organization. Instead, build a broad-based, consistent, strategic fundraising portfolio. Learn to build donor and volunteer relationships, execute effective marketing tools, connect with new and existing supporters through new media, assess your fundraising efforts, advocate for your cause, and set financial priorities.

T. Clay Buck, CFRE

MW | Sep 14-28 (meets 5x) | 4-7pm | \$299

Online-UNLVGO and Webex | 203NP3130 | 1.5 CEUs

## Telling the Stories that Make Donors Give

Stand out to clients, volunteers, donors, potential partners, and the media when you express your nonprofit's unique story in a way that clearly articulates why your work is so important. The story of every nonprofit is about filling a need and solving a problem, but nonprofit leaders need to know how to better call attention to the importance of their organization's goals and mission. There are content development and storytelling techniques specific to nonprofits that can better engage target audiences. Storytelling is also key to effective nonprofit marketing. Come discuss techniques and strategies to translate your mission and vision into compelling content.

T. Clay Buck, CFRE

MW | Nov 30-Dec 9 (meets 4x) | 4-6pm | \$179

PAR Room 101 | 203NP3165 | 0.8 CEU

## Nonprofit Management Certificate Program

### [ced.unlv.edu/nonprofit-management](http://ced.unlv.edu/nonprofit-management)

Build the foundation of knowledge every nonprofit professional should know. This certification is designed for those working in the nonprofit sector, board members, volunteers, or those who are looking to enter into the industry. Learn all the major components of the nonprofit industry including fundraising, program development, charitable giving, fiduciary responsibility, volunteer management, and marketing strategies. Courses may be taken individually to expand your skill set.

**PROGRAM REQUIREMENTS:** To earn the Nonprofit Management Certificate you must successfully complete four required core courses and 3.2 CEUs of elective courses.

#### CORE COURSES:

- Governance, Legal Compliance & Public Disclosure
- Responsible Fundraising
- Strong Financial Oversight
- Nonprofit Program Management & Assessment

**ELECTIVE COURSE OPTIONS:** Offerings vary by semester. Visit [ced.unlv.edu/nonprofit-management](http://ced.unlv.edu/nonprofit-management) for a complete list of elective options.

### A Nonprofit Board's Role & Responsibility to its Agency & the Community

A healthy, effective board is central to achieving your nonprofit's mission. Attendees will be educated on the legal and fiduciary responsibilities of board membership, create a framework for nonprofit leadership, and understand the importance of an engaged and focused board. This session is a great orientation for any board and its members, but will particularly benefit new board members, new organizations, or organizations without paid staff.

Kevin Dincher

F | Aug 28 | 11am-12:30pm | \$19

PAR Room 511 | 202NP3143 | 0.15 CEU

F | Nov 20 | 11am-12:30pm | \$19

PAR Room 101 | 203NP3143 | 0.15 CEU

## An Introduction to the Nonprofit Sector

Whether you are heading a fledgling nonprofit, have just started a job at a local nonprofit, have accepted a board position, or are investigating the sector for employment or consulting, this introduction will ensure you get off on the right foot. Discover why the sector exists, how nonprofits focus on their responsibilities to the community, and how they measure success in terms of impact delivered rather than stockholder profits.

Kevin Dincher

F | Aug 28 | 9-10:30am | \$19  
PAR Room 511 | 202NP3151 | 0.15 CEU

F | Nov 20 | 9-10:30am | \$19  
PAR Room 101 | 203NP3151 | 0.15 CEU

## Nonprofit Management Bundle

Register in all four core classes for the Nonprofit Management Certificate and receive the discounted rate.

- Governance, Legal Compliance & Public Disclosure
- Responsible Fundraising
- Strong Financial Oversight
- Nonprofit Program Management & Assessment

Scott Emerson, Cynthia Radley, T. Clay Buck, CFRE  
MW | Sep 14-Dec 14 (meets 17x) | 9am-1pm | \$1,049  
Online-UNLVGO and Webex | 203NPBUNDB | 6.4 CEUs  
\*Class does not meet: Oct 7, Nov 11 & 25

## Communicating with Purpose

Communicate strategically with your nonprofit organization's internal and external audiences by developing an effective communications plan. Know your targets, think through what points you are trying to get across, and have a plan to disseminate your message through various outlets. Participants will leave with a basic outline of a communications plan for their organization.

Jennifer Ramieh

F | Aug 7 | 9am-1pm | \$89  
PAR Room 300 | 202NP3160 | 0.4 CEU

## Creating a Development Plan

Break free from the rut of endless special events, high-pressure grant writing, board members who do not take fundraising responsibility, and abandoned development plans. Instead, tailor a development plan for your organization that truly works. A comprehensive development plan can help ensure success in your fundraising efforts by harnessing the strengths of your organization's leadership, staff, and volunteers. Participants will leave with a preliminary development plan for their organization, including a clear path to implementation and defined evaluation measures.

Linda Lysakowski, ACFRE

Th | Sep 24 | 9am-1pm | \$89  
PAR Room 101 | 203NP3148 | 0.4 CEU

## Effective Volunteer Management

Unleash the full potential of your nonprofit's volunteer workforce. When you build a positive volunteer culture, you improve the sustainability of your organization. This course will introduce you to tools to effectively set up, manage, maximize, and reward this unique workforce. From recruitment to retention, maintaining a structured and motivated volunteer team will help your nonprofit fulfill its mission.

Brittany Holtzclaw, MSW

F | Dec 11 | 9am-5pm | \$179  
PAR Room 101 | 203NP3152 | 0.7 CEU

## Governance, Legal Compliance & Public Disclosure

Protect your organization by understanding legal, financial, and management issues unique to the nonprofit sector. Curriculum content includes nonprofit law; legal rights and obligations of directors, trustees, and officers; tax implications of charitable giving; nonprofit human resource management; supervision of paid and unpaid staff; organizational diversity; and public disclosure requirements to maintain transparency and public trust in your organization.

Scott Emerson

W | Nov 4-Dec 9 (meets 4x) | 9am-1pm | \$299  
Online-UNLVGO and Webex | 203NP3149 | 1.6 CEUs  
\*Class does not meet: Nov 11 & 25

## Introduction to Gift Planning

Return to your organization equipped with the information needed to integrate gift planning strategies within the overall development structure. Explore how to create a pipeline of donor prospects, identify the stages of planned gift cultivation, and talk about typical timelines for securing after-life gifts. Time will be dedicated to marketing and communications for gift planning. A gift planning timeline will be established, allowing course enrollees to return to their organizations with the necessary tools to set up an internal infrastructure to establish their gift planning program.

Jeff Grandy

F | Nov 6 | 9am-1pm | \$89  
PAR Room 302 | 203NP3168 | 0.4 CEU

## Nonprofit Marketing Essentials

Don't get lost in the crowd. Marketing has been identified as one of the top challenges for nonprofits and its importance is often overlooked. In this day and age the number of causes to support is immense so how does an organization stand out? Learn the essential steps of marketing, such as creating a brand, how to tell your story effectively, and what are the best marketing strategies for your cause. Learn to rise above the crowd and let your organization's voice be heard.

Jennifer Ramieh

F | Oct 9 | 9am-1pm | \$89  
PAR Room 302 | 203NP3157 | 0.4 CEU

## Nonprofit Program Management & Assessment

Ensure your nonprofit's continued success by keeping commitments to donors and partners. Expectations are generally reasonable—just do what you said you were going to do when you applied for the funds. Build strategies to manage key programs in order to deliver on your mission and report measurable outcomes to stakeholders. You will develop the skills to perform outcome-based evaluation methods to highlight your program achievements, spotlight effectiveness, and satisfy funders' desire for improved accountability.

Scott Emerson

M | Nov 23-Dec 14 (meets 4x) | 9am-1pm | \$299  
Online-UNLVGO and Webex | 203NP3164 | 1.6 CEUs

## Responsible Fundraising

Go way beyond simply asking for donations to your nonprofit organization. Instead, build a broad-based, consistent, strategic fundraising portfolio. Learn to build donor and volunteer relationships, execute effective marketing tools, connect with new and existing supporters through new media, assess your fundraising efforts, advocate for your cause, and set financial priorities.

T. Clay Buck, CFRE

MW | Sep 14-28 (meets 5x) | 4-7pm | \$299  
Online-UNLVGO and Webex | 203NP3130 | 1.5 CEUs

## Strong Financial Oversight

Manage your nonprofit's finances and operations to ensure more of your budget directly advances your mission. Topic areas include non-profit economics and finance, financial management and accountability, information technology, and management. This is a blended-learning experience with classroom instruction, field experience, guest speakers, and individual assignments including readings, research, and online work.

Cynthia Radley

W | Sep 30-Oct 28 (meets 4x) | 9am-1pm | \$299  
Online-UNLVGO and Webex | 203NP3131 | 1.6 CEUs  
\*Class does not meet: Oct 7



# Language Skills for Professionals

## Accent Reduction

[ced.unlv.edu/accent-reduction](http://ced.unlv.edu/accent-reduction)

### Accent Reduction Bundle

Register in all three Accent Reduction classes and Effective Speaking for International Professionals to receive the discounted rate.

- Accent Reduction for International Professionals I
- Accent Reduction for International Professionals II
- Accent Reduction for International Professionals III
- Effective Speaking for International Professionals

Katia Abou-Haidar, MAAL, Amy Nassar

MTWTh | Sep 14-Dec 17 (meets 24x) | 6-8:30pm | \$999  
PAR Room 401 | 203CXBUND | 6 CEUs

\*Class does not meet: Oct 5, 7, Nov 2, 5, 11

### Accent Reduction for International Professionals I

Precise articulation is essential for effective presentations, motivating employees, and inspiring customer confidence. Even if you are proficient in English grammar and vocabulary, a strong regional or foreign accent can still make clear communication difficult in the workplace. Take this opportunity to develop the skills you need to correctly pronounce the sounds of American English, focusing on the vowel sounds, so your accent is no longer a business liability. Textbook included in cost of tuition. Optional: Bring a mirror and audio recorder to class.

Amy Nassar

MW | Sep 14-30 (meets 6x) | 6-8:30pm | \$279  
PAR Room 401 | 203CX1113 | 1.5 CEUs

### Accent Reduction for International Professionals II

Focus on mastering the consonant sounds of American English. This class is the next step after the Level I class. Now that you have completed the basic vowel program, you will master additional techniques for improving your English pronunciation. With Accent Reduction Level II, you will learn the techniques of producing correct consonant sounds when combined with vowels or other challenging consonants. By the end of this session, you will have acquired the rules governing the production of all the consonant sound variations, and you will meet difficult challenges in speech clarity for your job. Textbook included in cost of tuition. Optional: Bring a mirror and audio recorder to class.

Amy Nassar

MW | Oct 12-28 (meets 6x) | 6-8:30pm | \$279  
PAR Room 301 | 203CX1123 | 1.5 CEUs

## Accent Reduction for International Professionals III

Focus on mastering the intonation patterns of American English. This class is the next step after Levels I and II. Now that you have completed the basic vowel and consonant programs, you will learn the musical aspects of speech, and the mechanics for how to signal stress and pitch. With Accent Reduction Level III, you will master stress and pitch patterns for words, sentences, and paragraphs. You will also practice body language and facial expressions that reinforce American intonation, and help add meaning and clarity to your speech. By the end of this session, you will have acquired the rules governing the production of an understandable communication. Textbook included in cost of tuition. Optional: Bring a mirror and audio recorder to class.

Amy Nassar

MW | Nov 9-30 (meets 6x) | 6-8:30pm | \$279

PAR Room 301 | 203CX1124 | 1.5 CEUs

\*Class does not meet: Nov 11

## Effective Speaking for International Professionals

Do you want to speak effectively? Do you want to communicate with clarity and confidence? Are you an international professional or student who wants to improve your speaking and communication skills? This class will help you acquire the aspects of effective speech delivery. You will learn organization of content, use of verbal and non-verbal language, and voice control including understandable accent, proper intonation, and better articulation. You will also master the techniques of pacing, pausing, and linking for delivering a smoother, clearer, and more concise speech. Improving your speaking skills will boost your self-confidence, and have a positive impact on your professional and social life. You will overcome your fear of speaking, and communicate ideas in a coherent and convincing manner. Required Textbook(s): *Speech Communication Made Simple 2* (ISBN: 9780132861694)

Katia Abou-Haidar, MAAL

MW | Aug 24-Sep 14 (meets 6x) | 6-8:30pm | \$249

PAR Room 301 | 202CX1117 | 1.5 CEUs

\*Class does not meet: Sept 7

TTh | Dec 1-17 (meets 6x) | 6-8:30pm | \$279

PAR Room 107 | 203CX1117 | 1.5 CEUs

## English as a Second Language (ESL)

[ced.unlv.edu/esl](http://ced.unlv.edu/esl)

A strong command of English can help you thrive in business, academics, and everyday life. UNLV Continuing Education's English as a Second Language (ESL) courses are tailored to fit your skill level and will help you progress from non-speaker to full fluency. You will learn from qualified, professional instructors at a respected American university. You will study alongside peers who are determined, eager, and focused on learning academic English skills—primarily grammar, vocabulary, reading, listening, pronunciation, speaking, conversation, and writing.

The three ESL levels will help you improve and develop your English skills while learning about American culture and traditions. Moreover, you will finish confident in your ability to communicate and engage with different kinds of people from around the world. Join the series at the beginning level, or take an ACCUPLACER test to see if you qualify to start at a higher level.

### ACCUPLACER Placement Test for ESL Students

ACCUPLACER is an integrated system of computer-adaptive assessments designed to evaluate students' skills. ACCUPLACER delivers immediate and precise results to support in accurate placement. Students will need to complete a total of three segment tests: reading, sentence structure, and language use to determine which ESL course is level appropriate. Students will have two hours to complete the exams. Register at least two business days prior to test. Registration closes early for administrative purposes.

Continuing Ed Staff

Sa | Aug 15 | 9-11am | \$15

PAR Room 123 | 202PP1100A

M | Aug 17 | 6-8pm | \$15

PAR Room 123 | 202PP1100B

### English as a Second Language (ESL) Beginning

This course is for beginners with limited English language skills. The classes will build your vocabulary and basic grammar to allow you to develop confidence in speaking and writing in English. Focus on conversational skills, understanding idiomatic expressions, and developing comfort in presenting in English. ESL Beginning students are not required to take the ACCUPLACER test. Required Textbook(s): *Interchange Level I* (ISBN: 9781316620311) and *Workbook* (ISBN: 9781316622476)

Cecilia P Ordinario, M.Ed.

Sa | Sep 5-Dec 19 (meets 15x) | 9am-1pm | \$599

PAR Room 107 | 203LA2125 | 6 CEUs

\*Class does not meet: Nov 28

## English as a Second Language (ESL) Intermediate

Expand your use of oral English and gain confidence when speaking, reading, and writing in professional and everyday settings. You will read and comprehend passages on common, high interest topics. You will also write short narrative paragraphs using level-appropriate grammar. You will develop proficiency by attentively listening to increasingly complex verbal explanations, conversations, and instructions, then respond with confidence. ACCUPLACER test required. Required Textbook(s): *Passages Level 1* (ISBN: 9781107627055) and *Workbook* (ISBN: 9781107627253)

**Prerequisite:** Must take ACCUPLACER Placement Test for ESL Students.

Patricia Lewis

TTh | Sep 8-Nov 12 (meets 20x) | 6-9pm | \$599  
PAR Room 400 | 203LA1124 | 6 CEUs

## English as a Second Language (ESL) Advanced

ESL Advanced will effectively progress learners to full English language proficiency for a professional environment. You will develop advanced reading and listening strategies, enrich the quality and quantity of your vocabulary, improve grammar accuracy, and write well organized essays. You will learn to communicate with sophistication in professional settings, engage in thought-provoking discussions, and polish academic writing, listening, and reading. ACCUPLACER test required. Required Textbook(s): *Passages Level 2* (ISBN: 9781107627079)

**Prerequisite:** Must take ACCUPLACER Placement Test for ESL Students

Katia Abou-Haidar, MAAL

TTh | Sep 8-Nov 12 (meets 20x) | 6-9pm | \$599  
PAR Room 101 | 203LA1126 | 6 CEUs



## Legal Interpretation: Spanish Certificate Program

[ced.unlv.edu/legal-interpretation](http://ced.unlv.edu/legal-interpretation)

The Legal Interpretation: Spanish Certificate Program trains bilingual students for the profession of certified court interpreter, a profession much in demand given the linguistic diversity of the state of Nevada. This unique program can also prepare qualified students for a career as a certified interpreter for any industry that needs to serve individuals with limited English skills, including government agencies, corporations, hospitals and telecoms. Bilingual persons already employed in another capacity can increase their skills and their remuneration with this formal interpreting certification.

**PREREQUISITE:** Students must have at least a high school diploma, GED, or equivalent. Students must provide proof of proficiency in both English and Spanish at least three business days prior to starting program coursework. Please plan ahead. Options for proof of proficiency are listed on the program website, [ced.unlv.edu/legal-interpretation](http://ced.unlv.edu/legal-interpretation).

**PROGRAM REQUIREMENTS:** To earn the Legal Interpretation: Spanish Certificate you must successfully complete six required core courses.

### CORE COURSES:

- Introduction to Legal Interpreting
- Legal Sight Translation
- Legal Consecutive Interpreting I
- Legal Simultaneous Interpreting I
- Legal Consecutive Interpreting II
- Legal Simultaneous Interpreting II

## Introduction to Legal Interpreting

Legal interpreting is a complex process that requires specialized training in: interpreting techniques (sight translation, consecutive interpreting and simultaneous interpreting), legal language, and the legal system. In this class, you will receive a thorough introduction into the American court system; you will learn legal terminology, court proceedings, and the ethics of court interpreting. This course is approved for 12 CE credits with the Supreme Court of Nevada: Administrative Office of the Courts (AOC). Required Textbook(s): *The Bilingual Courtroom* (ISBN: 9780226043784).

**Prerequisite:** Must provide proof of proficiency in both English and Spanish at least three business days prior to starting program coursework.

Elena Gandia Garcia, PhD

W | Sep 2-23 (meets 4x) | 6-9pm | \$339  
PAR Room 302 | 203LA1131 | 1.2 CEUs



### Legal Sight Translation

Sight translation is frequently used in the legal environment, for example, when reading a witness statement or a court order. It is normally the first step before learning the techniques of simultaneous interpreting. You will receive an introduction to the three most common legal interpreting modes (consecutive interpreting, simultaneous interpreting, and sight translation), learn the techniques to be able to sight translate, and be able to practice those techniques using real documents. This course is approved for 12 CE credits with the Supreme Court of Nevada: Administrative Office of the Courts (AOC). Required Textbook(s): *Edge 21: Sight Translation* (ISBN: 9781880594414)

*Prerequisite:* Introduction to Legal Interpreting or have similar working knowledge and experience. Must provide proof of proficiency in both English and Spanish at least three business days prior to starting program coursework.

Elena Gandia Garcia, PhD

W | Oct 7-28 (meets 4x) | 6-9pm | \$339  
PAR Room 123 | 203LA1132 | 1.2 CEUs

### Legal Consecutive Interpreting I

Prepare to take the Certified Court Interpreter test by studying and practicing the basic strategies utilized while interpreting in the consecutive mode. In consecutive interpretation, the interpreter listens to an oral statement in a source language and then renders it in the target language. This course will focus on skills critical to consecutive interpretation, including techniques to improve memorization, note taking, and recalling lengthy segments of verbal utterances. Interpreters must be able to mentally interpret the statement, normalize the segment, and render it in the target language in its entirety while maintaining the same register and staying in compliance with the Code of Ethics for Certified Court Interpreters. This course is approved for 12 CE credits with the Supreme Court of Nevada: Administrative Office of the Courts (AOC).

*Prerequisite:* Introduction to Legal Interpreting or have similar working knowledge and experience. Must provide proof of proficiency in both English and Spanish at least three business days prior to starting program coursework.

Cristina Sanchez

Tu | Nov 3-Dec 1 (meets 4x) | 6-9pm | \$339  
PAR Room 300 | 203LA1135 | 1.2 CEUs

## Medical Interpretation: Spanish Certificate Program

[ced.unlv.edu/medical-interpretation](http://ced.unlv.edu/medical-interpretation)

The Medical Interpretation: Spanish certificate program is designed to prepare students to become certified medical interpreters so they can pursue careers in medical interpretation and translation. The classes in the Medical Interpretation: Spanish certificate program focus on the development of applied learning in a cohesive program that prepares bilingual speakers to work as medical interpreters. Emphasis is placed on understanding the problems and complexities of interpretation and the roles and responsibilities of a medical interpreter, use of pertinent medical terminology and its context, and the development of interpretation skills.

**PREREQUISITE:** Students must have at least a high school diploma, GED, or equivalent. Students must provide proof of proficiency in both English and Spanish at least three business days prior to starting program coursework. Please plan ahead. Options for proof of proficiency are listed on the program website, [ced.unlv.edu/medical-interpretation](http://ced.unlv.edu/medical-interpretation).

**PROGRAM REQUIREMENTS:** To earn the Medical Interpretation: Spanish Certificate you must successfully complete four required core classes and the final exam.

#### CORE COURSES:

- Introduction to Medical Interpreting
- Medical Terminology & Specialties I
- Medical Terminology & Specialties II
- Medical Interpreting Skills Development
- Medical Interpretation: Spanish Certificate Program Comprehensive Final Exam

### Medical Interpretation: Spanish Certificate Program Information Session

If you are fluent in both English and Spanish, you may be interested in a rewarding career as a Medical Interpreter. By bridging the gap between physicians and non-English speaking patients and their families, medical interpreters provide a vital service for the healthcare community. Attend our free information session to learn about the Medical Interpretation: Spanish Certificate Program and the foundational knowledge and skills it provides to ensure you can start a successful career. Instructors will be available to explain the program and answer any questions you may have.

David Loaiza-Funk, MHS, CMI/CHI, CLSSBB

T | Sep 1 | 6-7pm | No charge  
PAR Room 511 | 203LA1170

## Introduction to Medical Interpreting

Prepare for a career in medical interpretation by developing skills that are an essential part of the job. Medical interpreting requires knowledge of interpreting techniques and modes of interpretation, theoretical concepts, ethical boundaries, healthcare systems, healthcare interpreter standards, and cultural awareness. Medical interpreters must manage the flow of the sessions, be familiar with ethical principles and cultural nuances, devise strategies to handle the challenges presented, and maintain the clinical importance of the medical encounter. Students must also pay a one-time \$150 book fee upon entry of first course in the program. Book fee includes workbook and all learning materials needed for all four courses in the certificate program.

*Prerequisite:* Must provide proof of proficiency in both English and Spanish at least three business days prior to starting program coursework.

Alvaro Vergara-Mery, PhD, CMI  
TTh | Sep 15-Oct 1 (meets 6x) | 6-9pm | \$369  
PAR Room 511 | 203LA1171 | 1.8 CEUs

## Medical Interpretation: Spanish Certificate Program Comprehensive Final Exam

Register for this exam course once you have successfully completed the following courses: Introduction to Medical Interpreting, Medical Terminology & Specialties I, Medical Terminology & Specialties II, Medical Interpreting Skills Development. This course does not require a fee to take the exam. Students are allowed to retake the final exam one additional time if unsuccessful. Retakes can be scheduled and will be assessed a proctor fee of \$40 for a two-hour test window. Please email [ce-assistant@unlv.edu](mailto:ce-assistant@unlv.edu) for more information.

*Prerequisite:* Students must successfully pass: Introduction to Medical Interpreting, Medical Terminology & Specialties I & II, Medical Interpreting Skills Development

David Loaiza-Funk, MHS, CMI/CHI, CLSSBB  
T | Nov 24 | 6-8pm | No charge  
PAR Room 123 | 203LA1177

## Medical Interpreting Skills Development

Gain experience and confidence in essential techniques used in sight translation, consecutive interpretation, and simultaneous interpretation by building awareness of the cognitive processes integral to interpreting: listening, short-term memory, semantic equivalence, visual/auditory processing, thought organization, and logic. Memory development techniques, note taking, and non-verbal communication are also introduced as important elements of the process of interpreting consecutively. In addition, explore the concepts of split attention, self monitoring, décalage (time difference), coordination, reformulation, and coping techniques. Medical interpreting techniques will be practiced in a variety of scenarios with specific medical terminology. The end goal is to

develop professional interpreting skills and expand health care vocabulary in both English and Spanish in order to confidently tackle a range of interpreting assignments in the medical field. Students must also pay a one-time \$150 book fee upon entry of first course in the program. Book fee includes workbook and all learning materials needed for all four courses in the certificate program.

*Prerequisite:* Medical Terminology & Specialties II. Must meet language proficiency requirements.

David Loaiza-Funk, MHS, CMI/CHI, CLSSBB  
TTh | Nov 3-19 (meets 6x) | 6-9pm | \$369  
PAR Room 512 | 203LA1157 | 1.8 CEUs

## Medical Terminology & Specialties I

Medical interpreters must build an extensive vocabulary of all the medical terms encountered from the time patients register in a health care facility to the moment they are discharged. Receive a thorough grounding in basic medical terminology through a structured study of root words, prefixes, and suffixes that allows you to decode the meaning of words when the vocabulary is unknown. Anatomy, physiology, common health problems, and medical procedures will be covered in the following human body systems: integumentary, skeletal, muscular, digestive, and endocrine. Students must also pay a one-time \$150 book fee upon entry of first course in the program. Book fee includes workbook and all learning materials needed for all four courses in the certificate program.

*Prerequisite:* Introduction to Medical Interpreting. Must meet language proficiency requirements.

David Loaiza-Funk, MHS, CMI/CHI, CLSSBB  
TTh | Oct 6-15 (meets 4x) | 6-9pm | \$249  
PAR Room 511 | 203LA1172 | 1.2 CEUs

## Medical Terminology & Specialties II

Study the elements of medical word building to develop the extensive vocabulary medical interpreters use within specialty settings. Receive a thorough grounding on basic medical terminology through a study of root words, prefixes, and suffixes that allows you to decode the meaning of words when the vocabulary is unknown. Anatomy and physiology, most common health problems, and medical procedures will be covered in the following areas: respiratory, reproductive, urinary, nervous, cardiovascular, lymphatic, and mental health. Students must also pay for a one-time \$150 book fee upon entry of first course in the program. Book fee includes workbook and all learning materials needed for all four courses in the certificate program.

*Prerequisite:* Medical Terminology & Specialties I. Must meet language proficiency requirements.

David Loaiza-Funk, MHS, CMI/CHI, CLSSBB  
TTh | Oct 20-29 (meets 4x) | 6-9pm | \$249  
PAR Room 512 | 203LA1173 | 1.2 CEUs

## Spanish for Healthcare Professionals

[ced.unlv.edu/spanish-healthcare](http://ced.unlv.edu/spanish-healthcare)

Given the large Spanish-speaking population in the Las Vegas area, the need for current and future healthcare professionals to speak Spanish has never been greater. Studies show that when providers speak some Spanish, the patient-provider relationship improves, patient compliance is better, outcomes are better, and patient satisfaction is better.

This series will train current and future medical professionals (nurses, pharmacists, physicians, dentists, physical therapists, medical assistants, etc.) to speak and understand Spanish in a healthcare setting by focusing on oral communication and listening strategies. You can expect to learn general medical vocabulary, beginning grammar structures, pronunciation, communication strategies, and cross-cultural issues. Knowing Spanish will not only help you provide better care to Spanish-speaking patients, it is also an asset when you apply for graduate school or job positions.

### Spanish for Healthcare Professionals I

This course is for current and future healthcare providers new to Spanish who want to interact in Spanish with patients. The focus is on oral communication and listening strategies, to quickly develop your ability to speak and understand Spanish in a healthcare setting. It presents general medical vocabulary, beginning grammar structures, pronunciation, communication strategies, and cross-cultural issues. Required Textbook(s): *Complete Medical Spanish* (ISBN: 9780071841887)

Deborah Arteaga, Ph.D, CMI, CHI

TTh | Oct 6-Nov 5 (meets 10x) | 6-8pm | \$249  
PAR Room 403 | 203LA1178 | 2 CEUs

### Spanish for Healthcare Professionals II

This course is designed for current and future healthcare providers with an intermediate level of Spanish who want to interact in more depth in Spanish with patients, by improving their fluency. The focus is on oral communication and listening strategies, to further develop your ability to speak and understand Spanish in a healthcare setting. It presents more specialized medical vocabulary, grammar structures, pronunciation, communication strategies, and cross-cultural issues. Required Textbook(s): *Complete Medical Spanish* (ISBN: 9780071841887)

*Prerequisite:* Spanish for Healthcare Professionals I

Deborah Arteaga, Ph.D, CMI, CHI

TTh | Nov 10-Dec 15 (meets 10x) | 6-8pm | \$249  
PAR Room 403 | 203LA1179 | 2 CEUs

\*Class does not meet: Nov 26

## Life & Leisure

### Acting & Comedy

[ced.unlv.edu/acting-comedy](http://ced.unlv.edu/acting-comedy)

#### Introduction to Voiceover Workshop

Find out how the voiceover business really works. A 20-year seasoned voiceover veteran shares an in-depth industry overview and answers the most frequently asked questions about the voiceover business. Get an honest idea of what it really takes to become successful in the voiceover industry. This workshop is designed to get you answers - so you can decide if voiceover work is right for you. Topics include: putting a great voice to work; making a living talking into a microphone; is an agent needed to succeed; and finding voiceover gigs.

Melissa Moats

Th | Aug 20 | 7-9pm | \$49  
The Voice Actors Studio | 202CX4170

Th | Sep 17 | 7-9pm | \$49  
The Voice Actors Studio | 203CX4170A

Th | Oct 22 | 7-9pm | \$49  
The Voice Actors Studio | 203CX4170B

#### Break Into the World of Voiceover

Voice acting is a growing industry! With affordable audio technology readily available at our fingertips and more opportunities online than ever before, voiceover has become a sought after career choice for many! Explore the broad range of voice acting genres from Animation, TV and Radio Commercials, Video Games, Audiobooks, eLearning, Anime, AI, and more! Learn how to interpret and perform different types of voiceover copy, while experiencing hands-on training and recording in a professional studio. Gain industry knowledge in recording software and home studio set-up, understand the voiceover job market and work-from-home opportunities, and uncover which voiceover genres best suit your voice. This interactive, four week course is positive, supportive and led by a full-time, professional voice actor who is immersed in the day-to-day life of voice acting. You can now open doors in voice acting no matter where you live.

Melissa Moats

T | Aug 4-25 (meets 4x) | 6:30-9:30pm | \$299  
The Voice Actors Studio | 202CX4171C

T | Sep 1-22 (meets 4x) | 6:30-9:30pm | \$299  
The Voice Actors Studio | 203CX4171A

T | Oct 6-27 (meets 4x) | 6:30-9:30pm | \$299  
The Voice Actors Studio | 203CX4171B

T | Nov 3-24 (meets 4x) | 6:30-9:30pm | \$299  
The Voice Actors Studio | 203CX4171C

## Cannabis Classes

[ced.unlv.edu/cannabis](http://ced.unlv.edu/cannabis)

Legal cannabis is a quickly growing industry with incredible opportunities for employees, entrepreneurs, and investors. It is also an increasingly competitive market. This series of online courses offered in conjunction with The Academy of Cannabis Science will broaden your knowledge in the field and enhance your understanding of this evolving industry.

### Cannabis & the Opioid Epidemic

Pain is one of the most common health conditions for which people use cannabis. In this course, we will discuss how some patients are using less opiates as a result of effective cannabis therapy. We will examine existing research that explore the relationship between cannabis and the opioid epidemic, and how patients alter their health and quality of life with cannabis.

*Prerequisite:* Students must be at least 21 years old. Students will need access to a computer and internet and understand how to navigate a learning management system.

Trey Reckling

Sep 1-Oct 1 | \$99

Online Delivery | 203CH1103 | 0.3 CEU

### Cannabis Professional

Prepare to work with cannabis as one of the many positions within the industry. Discuss history and folklore of this plant, its anatomy, cannabinoid science, development of the cannabis industry, as well as discussions about the law and current regulations. This is a self-paced, six-module online course. Each module concludes with an assessment. You can anticipate the course taking four to eight hours to complete. You can register for this course any time between the listed start date and five business days prior to the end date. You will receive your online access one week prior to the start date. Live question and answer sessions will be available and scheduled.

*Prerequisite:* Students must be at least 21 years old. Students will need access to a computer and internet and understand how to navigate a learning management system.

Trey Reckling

Sep 1-Oct 1 | \$99

Online Delivery | 203CH1100A | 0.4 CEU

Oct 15-Nov 15 | \$99

Online Delivery | 203CH1100B | 0.4 CEU



Life & Leisure

## Cooking & Baking

[ced.unlv.edu/cooking-baking](http://ced.unlv.edu/cooking-baking)

### Dinners from Tuscany

The beauty of Italian food is in each region's diversity, and Tuscany is a world-famous culinary destination! Explore Tuscan cuisine with its bold flavors and taste several traditional dishes. Tuscan cuisine takes advantage of the region's agricultural roots, with a focus on high-quality, locally grown ingredients. Great cooking isn't solely about recipes—it is also about technique. Both will be covered in this delicious evening.

Les Kincaid

T | Aug 4 | 6-8:30pm | \$54

Ferguson Enterprises | 202HA1235

### Fish To Perfection

Overcome any fears of preparing fish. Cover three different ways to cook fish as well as the how-tos of buying, storing, and substituting one fish for another. Discover healthy "best choices" for consumption, as well as fish to avoid per local fish advisories.

Les Kincaid

T | Sep 15 | 6-8:30pm | \$54

Ferguson Enterprises | 203HA1231

## Flavors of Thailand

Explore the unique ingredients and simple techniques of Thai cooking. Thailand's distinctive cuisine aspires to a perfect blend of flavors and textures; an ideal meal will include sweet, salty, sour, bitter, and spicy elements. Prepare many favorite Thai dishes using aromatic herbs and spices with traditional ingredients during class. Take home recipes to enjoy in your own kitchen.

Les Kincaid  
T | Oct 13 | 6-8:30pm | \$54  
Ferguson Enterprises | 203HA1227

## Northern Italian Classics

Northern Italy: home to St. Mark's Square, the Duomo, and some seriously delicious food. Thanks in part to the climate and resources of the Alps, Northern Italy's cuisine is characterized by a heavier reliance on butter or cream sauces, cured meats, game, polenta, and risotto. You do not have to travel to Italy to enjoy classic Northern Italian cuisine; it is easy to prepare classic dishes of Northern Italy at home.

Les Kincaid  
T | Nov 3 | 6-8:30pm | \$54  
Ferguson Enterprises | 203HA1230

## Salsas, Spreads & Dips

Take your appetizers and meals from bland to grand by turning up the taste with salsas, spreads, and dips. Adding a new element to a dish can make all the difference in flavor and appearance. Come hungry and ready to explore these mouth-watering sensations. Go home with inspired taste buds and a multitude of recipes.

Les Kincaid  
T | Sep 8 | 6-8:30pm | \$54  
Ferguson Enterprises | 203HA1189

## Sauces, Rubs & Marinades

Get some great information to make your grilling and BBQ experience a breeze. Undecided when to use a sauce, rub, or marinade when grilling or barbecuing? Join Chef Kincaid as he shares easy recipes to enhance your outdoor cooking. And, of course, tasting is included.

Les Kincaid  
T | Nov 17 | 6-8:30pm | \$54  
Ferguson Enterprises | 203HA1139

## Stir-Fry Made Easy

Discover how fast, easy, and delicious stir-frying is. Searing heat and quick cook times make it a snap to create tasty meat and vegetable dishes to delight your friends and family. Discuss essential equipment, get great tips, sample stir-fry combinations, and collect recipes to take home with you to enjoy for years to come.

Les Kincaid  
T | Oct 6 | 6-8:30pm | \$54  
Ferguson Enterprises | 203HA1158

## Dance

[ced.unlv.edu/dance](http://ced.unlv.edu/dance)

### Ballet I

Dance your way into the classical and courtly world of the ballet. Learn how artistic dancing began and study ballet's French terminology. Improve your strength, flexibility, coordination, and musicality. Students may also enroll for university credit in DAN 122 (1 credit).

Danylle Smith, UNLV Department of Dance  
MW | Aug 24-Dec 2 (meets 28x) | 10-10:50am | \$248  
HFA Room 126 | 202DN2103A

Kristine Keppel, UNLV Department of Dance  
TTh | Aug 25-Dec 3 (meets 29x) | 11:30am-12:20pm | \$248  
HFA Room 126 | 202DN2103B

### Ballroom Dancing

Ballroom Dancing will provide students an introduction in beginner or bronze level patterns which include the Waltz, Fox Trot, Tango, Cha Cha, Rumba, East Coast Swing and Mambo. The class also provides students with instruction in proper competitive technique of ballroom dance. Students may also enroll for university credit in PEX 189.

Gail Michel-Parsons, PEX Department  
MW | Aug 24-Dec 2 (meets 28x) | 6:30-7:20pm | \$263  
MPE Room 300 | 202DN2108  
\*Class does not meet: Sep 7 & Nov 11

### Hip Hop I

Learn the basic movement vocabulary of Hip Hop, a lively street dance style developed alongside the hip-hop style of music and culture. Students may also enroll for university credit in DAN 116 (1 credit).

Shaquida Vergo, UNLV Department of Dance  
MW | Aug 24-Dec 2 (meets 28x) | 5:30-6:20pm | \$248  
MPE Room 302 | 202DN2101A  
TTh | Aug 25-Dec 3 (meets 29x) | 5:30-6:20pm | \$248  
MPE Room 302 | 202DN2101B  
\*Class does not meet: Nov 26

### Jazz Dance I

Explore the lively, percussive, and dramatic form of jazz dancing. Improves strength, flexibility, coordination, and musicality. Students may also enroll for university credit in DAN 121 (1credit).

Shaquida Vergo, UNLV Department of Dance  
TTh | Aug 25-Dec 3 (meets 29x) | 8:30-9:20am | \$248  
HFA Room 126 | 202DN2102  
\*Class does not meet: Nov 26

**New!** **Line  
Dancing**

Line dancing involves synchronized non-partner dance routines to various styles of music. It is active, fun, social, and gets you out on the dance floor. You will practice basic footwork and learn how to keep time as you master popular choreography. You will also learn dance terminology and gain cardiovascular benefits of dance.

Andee DeMarre, PEX Department  
TTh | Aug 25-Dec 3 (meets 29x) | 1-1:50pm | \$243  
HFA Room 126 | 202DN2114  
\*Class does not meet: Nov 26

### Modern Dance I

Modern dance is a flowing, lyrical form that is strongly steeped in the strength of the center, the spine, and its fluid articulation. Improve your strength, flexibility, coordination, and musicality. Students may also enroll for university credit in DAN 123 (1 credit).

Carrie Miles, UNLV Department of Dance  
MW | Aug 24-Dec 2 (meets 28x) | 4-4:50pm | \$248  
MPE Room 302 | 202DN2104

### Tap Dance I

Learn classic and contemporary tap steps. Tap dance features expressive, percussive dancing with the feet used as the instrument of rhythmic expression. Students may also enroll for university credit in DAN 144 (1 credit). Tap shoes required.

Jenna Wurtzberger, UNLV Department of Dance  
MW | Aug 24-Dec 2 (meets 28x) | 8:30-9:20am | \$248  
HFA Room 126 | 202DN2105



## Drawing & Painting

[ced.unlv.edu/drawing-painting](http://ced.unlv.edu/drawing-painting)

### Acrylics I

Acrylic paints share some similarities with both watercolor and oil painting, yet they also offer their own beautiful and unique characteristics. Course will cover brush and non-brush work, color mixing, transparent and opaque application, textural or collage options, composition, creative aids, simple special effects, and critiques. Supply list will be provided.

Gabbie Hirsch  
M | Sep 14-Oct 12 (meets 5x) | 6-9pm | \$139  
PAR Room 511 | 203AR1121

### Acrylics II

Explore more sophisticated possibilities by painting with acrylics on layered, textured, and collaged surfaces. Learn how to build paintings even if you do not draw well. Investigate traditional oil techniques translated for acrylics. Your instructor will introduce you to varied subject matter including landscapes, animals, architecture and abstract. Supply list will be provided.

Gabbie Hirsch  
M | Oct 19-Nov 16 (meets 5x) | 6-9pm | \$139  
PAR Room 511 | 203AR1100

### Anatomy for the Artist

Understanding simple human anatomy is essential for any artist interested in portraiture, narrative, or any other figurative work. This class will cover topics such as bones, muscles, surface anatomy, proportions, and expressions. An understanding of basic drawing techniques and materials is preferred. Supply list will be provided.

Joseph B. Rigg  
Sa | Sep 5-Oct 3 (meets 5x) | 1:30-4:30pm | \$139  
PAR Room 301 | 203AR1204

### Drawing I

Drawing is a useful foundation for all your other art, but it is also an art form unto itself. Focusing on a technique called "relative proportioning," gain experience using tools, tricks, and gimmicks to convincingly draw still lifes, landscapes, and animals. Each class session will cover new techniques and then allow time for guided practice. Students will explore different kinds of pencils, charcoals, pens, and artist's chalks along with the surfaces best suited to each media. Strategies for observation, composition, and perspective will be covered. Supply list will be provided.

Gabbie Hirsch  
Sa | Sep 5-Oct 3 (meets 5x) | 9am-noon | \$139  
PAR Room 300 | 203AR1130

## Drawing II

Apply your freehand drawing skills to more complex projects as you study and practice useful techniques for bringing realism to your work. Time will be devoted to depicting glass, metal, and reflections. Instruction will also cover basic human anatomy and proportions. Assignments will utilize 3D set ups as well as reference photos. Supply list will be provided.

Gabbie Hirsch

Sa | Oct 10-Nov 7 (meets 5x) | 9am-noon | \$139  
PAR Room 300 | 203AR1134

## New! Impressionism, Expressionism & Abstracts

In graphite and acrylic, students will create dynamic works of art following in the traditions of masters from the Modernist Movement. This class will analyze and interpret different aims of painting, from conception and idea, to subject, color and technique. Students will receive personal feedback based on the artistic goals of each individual. Supply list will be provided.

*Prerequisite:* Experience in drawing or painting.

Joseph B. Rigg

Sa | Aug 1-29 (meets 5x) | 10am-1pm | \$139  
PAR Room 300 | 202AR1199

## Introduction to Composition & Color

Bring more purpose to your art and graphics projects after investigating the practical, physical, and psychological reasons we see and react to everything from web pages to greeting cards to fine art. Once you grasp the fundamentals of composition and color theory, you can apply these elements to your own art and design work. This class is also an elective for Print and Graphic Design Certificate Programs. Supply list will be provided.

Gabbie Hirsch

W | Oct 28-Nov 18 (meets 3x) | 6-8pm | \$119  
PAR Room 511 | 203AR1220 | 0.6 CEU  
\*Class does not meet: Nov 11

## New! Introduction to Still Life (in Acrylic)

Students will cover the basics of value, form, and color using simple and complex inanimate objects. This class will discuss the various traditions and subjects of still life paintings, with the goal of creating a realistic work of art. Each individual will learn to set up, and light a strong composition, then be guided through painting an accurate representation. Supply list will be provided.

*Prerequisite:* Experience in drawing or painting.

Joseph B. Rigg

Sa | Aug 1-29 (meets 5x) | 1:30-4:30pm | \$139  
PAR Room 300 | 202AR1198

Sa | Nov 14-Dec 19 (meets 5x) | 1:30-4:30pm | \$139  
PAR Room 301 | 203AR1198  
\*Class does not meet: Nov 28

## Perspective Drawing

Perspective drawing is essential for the development of painting and drawing skills. This can include landscape, portrait, still life and more. Through observation and the building of basic drawing skills, students with little or no art experience explore the fundamentals of perspective drawing. This introductory class is intended to help develop a basic understanding of atmospheric and linear perspective. An understanding of basic drawing techniques and materials are preferred. Supply list will be provided.

Joseph B. Rigg

Sa | Oct 10-Nov 7 (meets 5x) | 1:30-4:30pm | \$139  
PAR Room 301 | 203AR1197

## Watercolors I

Embrace watercolors' luminosity and versatility as an art medium. Start from scratch discussing materials, tools, techniques, color, composition, creative aids, and simple special effects. At each class instructional time is followed by studio time, where you will transfer techniques and theories onto paper. Prior experience is not required. Supply list will be provided.

Gabbie Hirsch

Sa | Sep 5-Oct 3 (meets 5x) | 1:30-4:30pm | \$139  
PAR Room 300 | 203AR1140

## Watercolors II

Continue your experimentation with watercolor as you gain experience with shadows and lighting, water, reflective and transparent surfaces, and different types of perspective. You will explore opaque watercolors and mixed media options. Build on the skills you learned in Watercolors I or expand on your prior experience in art. Supply list will be provided.

*Prerequisite:* Students must have taken a previous Watercolors class or have comparable experience.

Gabbie Hirsch

Sa | Oct 10-Nov 7 (meets 5x) | 1:30-4:30pm | \$139  
PAR Room 300 | 203AR1141



# Fashion Design Certificate Program

[ced.unlv.edu/fashion](http://ced.unlv.edu/fashion)

Step into a rewarding career as a fashion designer, illustrator, seamstress, merchandiser, model, photographer, or costume maker. You will learn about both the creative and technical sides of the fashion industry through hands-on activities, demonstrations, special events, and field trips. Fashion Design students also participate in fashion shows, award competitions, and networking opportunities. This program is offered in conjunction with Nevada Association of Fashion Design (NAFD). Courses may be taken individually to expand your skill set.

**PROGRAM REQUIREMENTS:** To earn the Fashion Design Certificate you must successfully complete five core courses plus an additional 4.8 CEUs of elective courses. Students who started their certificate program prior to Fall 2020 and completed Basic Sewing instead of Sewing: The Stitch Room will need to complete 7.2 CEUs of electives.

## CORE COURSES:

- Sewing: The Stitch Room
- Dressmaker Studio
- Fashion Design: Elements & Principles
- Fashion Illustration & Design
- Patternmaking

**ELECTIVE COURSE OPTIONS:** Offerings vary by semester. Visit [ced.unlv.edu/fashion](http://ced.unlv.edu/fashion) for a complete list of elective options and more details about this program.

## Dressmaker Studio

Achieve a unique look and perfectly tailored fit for women's clothing by working from a custom pattern. Designers will take a hands-on approach to high-end style and more advanced sewing technique by taking their project from inspiration all the way to a fabulous one-of-a-kind fitted garment. Learn about seams, darts, pleats, grading, lining, interfacings, stiffening, buttonholes, fibers, and fabrics; each will affect how your finished garment fits and drapes. Projects: Design and draft a custom-fitted dressmaker's pattern. Use your pattern to create a fashionable tailored garment.

*Prerequisite:* Must have previous sewing/machine skills.

Gretchen Marshall, Nevada Association of Fashion Design  
SaSu | Nov 7-22 (meets 6x) | 10am-3:25pm | \$359  
PAR Room 401 | 203FD2161 | 3.2 CEUs

## Fashion Design: Elements & Principles

Create exhilarating apparel lines by combining different body silhouettes, colors, details, and trimmings. Explore the exciting fashion design industry as you study design principles, fashion history, and current trends. Projects, topics, and demonstrations will include analysis of garment design, fashion illustration templates, and several dress form draping techniques used in garment construction.

*Prerequisite:* Must have previous sewing/machine skills.

GiGi Pontejos-Morris, Nevada Association of Fashion Design  
TW | Nov 10-Dec 8 (meets 8x) | 5:30-9:30pm | \$359  
PAR Room 401 | 203FD2101 | 3.2 CEUs  
\*Class does not meet: Nov 11

## Fashion Fest Student Event

Network with fellow fashion design students and present your latest projects. This student-run fashion show is planned and managed by students from the Fashion Showcase class as their final project. Designers from all classes are invited to take part and show their designs.

Nevada Association of Fashion Design  
T | Dec 8 | 6-9pm | No charge  
PAR Room 512 | 203FD2125

## Fashion Illustration & Design

Communicate your visions for fashionable designs and clothing lines through the arts of fashion illustration, design, and graffiti art. This class will take you through the designer's planning process using elements and principles of design, sketching, and illustration, plus expose you to graffiti artwork on textiles. You will enhance your drawing skills and work to visually convey your design concepts through storyboards and design flats. Focus areas for this class include the fashion design process, sketching the human body, illustration of dress, color choice, and the designer's fashion portfolio. Additionally, you will create your very own graffiti art T-shirt by applying your markings, slogans, or drawings directly to your apparel using a transfer machine. Instructor will provide supply recommendations. Projects: Create illustration figure/storyboard, flats, and graffiti sketch on apparel. Required Textbook(s): *Fashion Sketchbook* (ISBN: 9781609012281)

Maria Bruce, Nevada Association of Fashion Design  
TW | Oct 13-Nov 4 (meets 8x) | 5:30-9:30pm | \$359  
PAR Room 401 | 203FD2142 | 3.2 CEUs

## Fashion: Draw, Drape & Design

Transfer your fashion design drawings from paper, to mockup, to pattern, to finished garment using draping techniques. Draping techniques can properly resolve any design and fitting issues with a garment, plus draping allows designers to experiment with the way fabric will fold and fall. Students will design and construct a fitting shell pattern, also known as a second skin pattern, and use methods for flat or muslin drafting to develop a unique pattern for their one-of-a-kind garment.

*Prerequisite:* Must have previous sewing/machine skills.

Gretchen Marshall, Nevada Association of Fashion Design  
SaSu | Aug 1-16 (meets 6x) | 9am-1pm | \$289  
PAR Room 401 | 202FD2153 | 2.4 CEUs

## Patternmaking: Introduction

Develop skills for drafting flat pattern slopers through standard or individual measurements. Using graph drafting paper, you will draft a bodice, sleeve, pant, and skirt. You will learn how to take proper body measurements, determine alterations/grading for fitted patterns, and construct muslin patterns/samples utilizing dress forms and sewing/serger machines.

*Prerequisite:* Must have previous sewing/machine skills.

Gretchen Marshall, Nevada Association of Fashion Design  
SaSu | Oct 10-25 (meets 6x) | 10am-3:25pm | \$389  
PAR Room 401 | 203FD2105 | 3.2 CEUs

## New! Sewing: The Stitch Room

Begin your clothing design and construction education with a hands-on introduction to the design process, garment construction, master patterns, and material/notion options. Instruction starts with the very basics - setting up and operating both a sewing machine and a serger. You will practice taking proper body measurements and learn to read and use master patterns, including size variations and making alterations for a proper fit. You will learn about fashion fabrics, stretch fabrics, fibers, threads, sewing materials, and embellishments so you can make informed purchases for future projects. Expect to learn by doing; you will gain experience with buttonholes, zippers, velcro, shoulder pads, interfacing, waistlines, fabrics, and embellishments as you take a top, pants, stretch skirt, zippered skirt, and Dolman jacket from start to finish. This class is for the fashion-oriented person or individuals who sew for personal enjoyment. Instructor will provide supply recommendations. Projects: Design and create stretch top, pant, and skirt, plus a zippered skirt and Dolman jacket.

Maria Bruce, Nevada Association of Fashion Design  
SaSu | Sep 5-Oct 4 (meets 10x) | 10am-3:25pm | \$699  
PAR Room 401 | 203FD2144 | 5.3 CEUs

## Financial Planning

[ced.unlv.edu/financial-planning](http://ced.unlv.edu/financial-planning)

### Advanced Financial Market Analysis

Multiple factors drive the performance of the financial market. The focus of this class is to help you create greater awareness of the market by deepening your understanding of fundamental analysis, earnings reports and balance sheets. The class will also address current events, industry trends and technical analysis through pattern recognition, so you can navigate the market with greater knowledge. You will need to bring a laptop to the class to conduct real-time market analysis.

David Patten, AAMS, CRPC  
M | Nov 16-Dec 7 (meets 4x) | 6-9pm | \$189  
PAR Room 403 | 203PF1182

### Annuity: The Ins & Outs

What exactly is an annuity? An honest look at the benefits and drawbacks of an annuity in your investment portfolio. The instructor will work with you to consider the pros and cons of the option and discuss factors for consideration.

David Patten, AAMS, CRPC  
M | Sep 28 | 6-9pm | \$69  
PAR Room 400 | 203PF1183

### Social Security & Retirement

This class is for individuals with 20 years or a few months to retirement. Review your financial current situation and your vision of retirement. Define goals and learn to use specific dates and monetary values to gauge progress. Review the role of Social Security in retirement, the positives and negatives of taking benefits early as opposed to delaying benefits. Ensure revenue streams and recognize costs associated with aging.

David Patten, AAMS, CRPC  
M | Oct 5 | 6-9pm | \$69  
PAR Room 301 | 203PF1181

### Understanding Financial Markets

Increase your understanding of financial markets by establishing goals for investments. Define market terms and characteristics of different investments such as stocks, bonds and options. Learn investment strategies: long term vs short term trading; top down vs bottom up stock picking; and passive vs active funds. Information will help you feel more secure in your management of investments and help you take control of your future.

David Patten, AAMS, CRPC  
M | Oct 12-Nov 2 (meets 4x) | 6-9pm | \$189  
PAR Room 403 | 203PF1180



## Foreign Languages

[ced.unlv.edu/foreign-languages](http://ced.unlv.edu/foreign-languages)

### Beginning French I

The Beginning French series focuses on conversation skills and vocabulary useful for travel and social interaction. Pronunciation and grammar will be highlighted through dialogues. Beginning French I covers: greetings and introductions; describing people and things; talking about going places; expressing future plans, making a date; buying household objects in a store; expressing likes and dislikes; telling the date; terms of seasons and weather expressions. Required Textbook(s): *Ultimate French, Beginner - Intermediate* (ISBN: 9781400009633)

Pascale Tessier

Sa | Sep 12-Nov 21 (meets 10x) | 9-11am | \$199

Online-UNLVGO and Webex | 203LA1107

\*Class does not meet: Oct 31

### Beginning French II

The Beginning French series focuses on conversation skills and vocabulary useful for travel and social interaction. Pronunciation and grammar will be highlighted through dialogues. Beginning French II covers different situations: at the train station; at a restaurant; at a pharmacy and doctor's office; asking for directions; talking about relatives; describing weekend activities. Required Textbook(s): *Ultimate French, Beginner - Intermediate* (ISBN: 9781400009633)

Pascale Tessier

Sa | Sep 12-Nov 21 (meets 10x) | 11:30am-1:30pm | \$199

Online-UNLVGO and Webex | 203LA1116

\*Class does not meet: Oct 31

### Beginning French III

The Beginning French series focuses on conversation skills and vocabulary useful for travel and social interaction. Pronunciation and grammar will be highlighted through dialogues. Beginning French III covers: everyday life and habits; at work; in a department store; the telephone; at the bank; the market and shopping for food; housing and looking for an apartment; and at the hotel. Required Textbook(s): *Ultimate French, Beginner - Intermediate* (ISBN: 9781400009633)

Pascale Tessier

Sa | Sep 12-Nov 21 (meets 10x) | 2-4pm | \$199

Online-UNLVGO and Webex | 203LA1117

\*Class does not meet: Oct 31

### Beginning French IV

Continue to improve your spoken French. New topics will be introduced weekly to promote conversation and help you discover regions of France. You will resume using your textbook to develop grammar skills. Poems and songs will be used to help perfect pronunciation. Projects include a short oral presentation. Required Textbook(s): *Ultimate French, Beginner - Intermediate* (ISBN: 9781400009633)

*Prerequisite:* Basic understanding of the language.

Pascale Tessier

M | Sep 14-Nov 16 (meets 10x) | 6-8pm | \$199

Online-UNLVGO and Webex | 203LA1118

### Beginning Italian I

Communicate better with the Italian speaking people in your life or prepare for a more enjoyable trip to Italy. This class will include basic language structure, correct pronunciation, and useful vocabulary for everyday conversation. Required Textbook(s): *Living Language - Italian* (ISBN: 9781400024162)

Manuela Carrescia

M | Oct 5-Nov 30 (meets 9x) | 7-9pm | \$199

PAR Room 400 | 203LA1106

### Spanish I

Knowledge of Spanish phrases and sentences is helpful in the workplace or while traveling. Learn simple conversation and vocabulary to use in everyday situations. We will include enough grammatical study for an understanding of the language structure. Required Textbook(s): *Spanish Now! Level 1* (ISBN: 9781438075235)

David Loaiza-Funk, MHS, CMI/CHI, CLSSBB

WM | Sep 9-30 (meets 7x) | 6-9pm | \$199

PAR Room 512 | 203LA1104



### Spanish II

If you have taken a beginning Spanish class or have an understanding of the basic language, this course will provide you an opportunity for advancement. After a review, new material will be introduced so you can build vocabulary and improve your conversational skills. Required Textbook(s): *Spanish Now! Level 1* (ISBN: 9781438075235)

*Prerequisite:* Spanish I or a basic understanding of the language.

David Loaiza-Funk, MHS, CMI/CHI, CLSSBB  
 MW | Oct 19-Nov 9 (meets 7x) | 6-9pm | \$199  
 PAR Room 512 | 203LA1105

### Spanish III

Progress your Spanish language skills beyond tense verb conjunctions, gaining further confidence in your ability to communicate your thoughts. Focus shifts to more advanced grammar including past tenses, pronouns, and correct sentence structure. Vocabulary and conversational skills will be emphasized. Spanish III is for students who are comfortable with the basics of Spanish. Required Textbook(s): *Living Language Ultimate Spanish Beginner-Intermediate* (ISBN: 9781400009619)

*Prerequisite:* Spanish II or a comparable understanding of the language.

David Loaiza-Funk, MHS, CMI/CHI, CLSSBB  
 MW | Nov 23-Dec 14 (meets 7x) | 6-9pm | \$199  
 PAR Room 511 | 203LA1141

## Music

[ced.unlv.edu/music](http://ced.unlv.edu/music)

### Guitar I

Pull your rarely used acoustic or electric guitar out of the closet and learn to play basic chords and beginning songs. Build a foundation of guitar fundamentals including tuning your instrument, reading charts and playing strumming patterns. Bring a playable guitar (electric or acoustic) and guitar picks to the first day of class.

Jesse Del Quadro  
 M | Oct 5-26 (meets 4x) | 7-8:30pm | \$99  
 PAR Room 401 | 203MU1107

### Guitar II

Expand your guitar credentials by focusing on bar chords, scales, and improvisation. Guitarists will work on major and minor scales and arpeggios, common bar chords, blues scale patterns, and begin using a capo. These skills allow players to enjoy a great deal of versatility when playing on their own or as part of a group. Bring a playable guitar (electric or acoustic) and guitar picks to the first day of class.

Jesse Del Quadro  
 M | Nov 9-30 (meets 4x) | 7-8:30pm | \$99  
 PAR Room 401 | 203MU1116

### High Desert Horns

High Desert Horns provides an outlet for French horn players in the greater Las Vegas area who wish to perform in an ensemble environment. This ensemble of eight to twenty horn players meets year-round to play quartets, octets, and arrangements by some of the world's most renowned composers. The group welcomes professionals, high school and college students, and others with one or more years of playing experience.

Bill Bernatis  
 M | Aug 31-Nov 30 (meets 13x) | 7-8:30pm | \$39  
 BMC Room 160 | 202MU1115  
 \*Class does not meet: Sep 7

### Ukulele I

Ukuleles are portable, easy to play, and have a bouncy, happy sound we all associate with the beautiful islands of Hawaii! Starting with the very basics of how to hold and tune your instrument, progress through basic chords, strumming techniques, and picking simple melodies. Learn to read tablature and standard notation so you can continue to master new songs on your own. Please bring a playable ukulele.

Jesse Del Quadro  
 M | Oct 5-26 (meets 4x) | 5:30-7pm | \$99  
 PAR Room 401 | 203MU1117

## University Basketball Pep Band

Support the UNLV Runnin' Rebel basketball team as a member of the Runnin' Rebel Basketball Pep Band. Attendance is mandatory at scheduled pre-season rehearsals, regular rehearsals, special performances on and off campus, and at UNLV home basketball games. Members in good standing are eligible for tournament travel, when applicable. For more information contact Tony LaBounty at 702-895-3733 or [tony.labounty@unlv.edu](mailto:tony.labounty@unlv.edu). Late registrations accepted.

Tony LaBounty

M | Oct 19-March 29 (meets 21x) | 9-10pm | \$39

BMC Room 160 | 203MU1111

\*Class does not meet: Feb 15 & Mar 15

## University Marching Band

Join the "Star of Nevada" UNLV Marching Band and support the Rebels at home football games throughout the fall. Participation is required in scheduled training camp week, regular rehearsals, special performances on and off campus, and UNLV home football games. Visit [unlvbands.com](http://unlvbands.com) for training camp and rehearsal details. Regular semester rehearsals are held Mondays, 6:30-8:30 pm, Thursdays and Fridays, 8-9:30 am. Experience is preferred but not necessary. This is a non-credit course. For more information, contact director Tony LaBounty at 702-895-3733 or [tony.labounty@unlv.edu](mailto:tony.labounty@unlv.edu).

Tony LaBounty

MThF | Aug 24-Nov 30 (meets 39x) | \$70

BMC Room 162 | 202MU1106

\*Class does not meet: Sep 7, Oct 30, Nov 26 & Nov 27

## UNLV Community Concert Band

Formed in January 1987, the UNLV Community Concert Band is among the oldest community instrumental groups in the Las Vegas area. The 70-plus members range in age from high school to seniors. The band plays a wide variety of music including marches, show and film scores, and classic and contemporary wind arrangements. The UNLV Community Concert Band's "season" will culminate with a special concert. Contact Tony LaBounty at [tony.labounty@unlv.edu](mailto:tony.labounty@unlv.edu) for final concert date and details.

*Prerequisite:* Players should be relatively proficient on their instrument and have at least one year or more of high school playing experience. There is no formal audition procedure.

Tony LaBounty

W | Aug 26-Dec 9 (meets 15x) | 7-9:20pm | \$45

BMC Room 160 | 202MU1102

\*Class does not meet: Nov 11

## UNLV New Horizons Band

The UNLV New Horizons Band is part of an international movement to get adults re-involved with music. This musical ensemble places a higher emphasis upon the learning and enjoyment of music above the rigor and pressures of performance. The band's size allows for individual attention to each performer's developmental needs. Each semester there is a short, shared concert and opportunities for outreach performances in adult communities. There are no auditions.

Tony LaBounty

T | Aug 25-Dec 1 (meets 15x) | 7-9:20pm | \$39

BMC Room 161 | 202MU1104

## Photography

[ced.unlv.edu/photography](http://ced.unlv.edu/photography)

### Building a Photography Business

Gain a comprehensive understanding of owning, running, and maintaining a photography business. Discussions will cover how to price and negotiate your services, estimates, bids, stock, copyright protection, usage licensing, networking, marketing, and much more vital information. Photo mediums covered will apply to all areas of photography ranging from editorial, wedding, portrait, commercial, fine art, stock, event, etc. No matter your specialization or years of experience, you will find this course useful as you build your business.

Corinne Severn, Shawn Severn

T | Oct 27-Dec 8 (meets 6x) | 6-9pm | \$299

PAR Room 511 | 203PH1151

\*Class does not meet: Nov 24

### Desert Night Sky Photography

Take stunning photographs of stars and star trails over the desert landscape. Instruction concentrates on selecting the appropriate camera settings for your DSLR camera, choosing a composition to maximize the night sky, and determining the appropriate direction and time of night to shoot photographs of the stars in a desert setting. We will discuss planning a photo shoot with consideration of the north star, moon phase, and moon rise/moon set times. By the end of this class you will be able to plan and execute night sky photo shoots on your own.

Students should be prepared to spend at least 3 hours outdoors in the evening. Students must provide the following: DSLR camera, tripod, shutter release, and wide-angle lens, and head lamp (useful). The class will take an hour break for dinner (not included) and time to travel to the evening location. Students will also provide own transportation to field trip location that will be located within 1 hour of Las Vegas Valley.

*Prerequisite:* Digital Photography I or comparable experience.

Corinne Severn, Shawn Severn

Sa | Nov 14 | noon-9pm | \$129

PAR Room 400 | 203PH1160



## Digital Photography Bundle

Register for this course to receive a bundle discount of \$297 for the three-part Digital Photography series.

- Digital Photography I: The Essentials
- Digital Photography II: Visual Communication
- Digital Photography III: Focal Lengths to Filters

Mike Conrad

Sa | Sep 5-Oct 3 (meets 3x) | 9:30am-3:30pm | \$297

PAR | 203PHBUND

## Digital Photography I: The Essentials

Gain confidence in the various functions and modes of your digital camera, and then embrace your creativity! Depicting, panning, and frozen motion techniques will be demonstrated in class. Students must have a digital point and shoot with modes, hybrid, mirrorless, or digital Single Lens Reflex (DSLR) available for use. Please bring your camera to participate in the classroom shooting demonstrations.

Mike Conrad

Sa | Sep 5 | 9:30am-3:30pm | \$119

PAR Room 302 | 203PH1100

## Digital Photography II: Visual Communication

Master the essentials of visual communication through the digital photography medium. Students will learn the basics of composition, elements of design, and lighting to achieve creative results. Techniques of subject placement, directional lighting, and portrait lighting will be demonstrated. Students should bring a digital “point and shoot” with modes or “DSLR” cameras to class for participating in shooting demonstrations.

Mike Conrad

Sa | Sep 19 | 9:30am-3:30pm | \$119

PAR Room 511 | 203PH1141

## Digital Photography III: Focal Lengths to Filters

Explore the visual effects of various focal length lenses and filters and their creative applications. Create dramatic perspectives through selection of lens focal length from wide angle to telephoto. The use of filters to enhance image quality and creativity will be demonstrated. Students will learn the art of constructing filters from everyday household items. Students should bring a digital “point and shoot” with modes or “DSLR” cameras to class for participating in shooting demonstrations.

Mike Conrad

Sa | Oct 3 | 9:30am-3:30pm | \$119

PAR Room 511 | 203PH1125

## Digital Photography Editing

Explore photo editing techniques in Photoshop, with an emphasis on tools used routinely by photographers for image enhancement, correction, and distribution. Gain experience with layering, color enhancements, cropping/sizing, content aware fill, and white balance adjustments. Learn the difference between working with jpg vs raw image files. Understand the advantages of outputting image files in the various common formats: tiff, gif, jpg, and more. Ideal for photographers new to Photoshop or for those with slight experience who want to know more.

Mike Conrad

Sa | Oct 10-31 (meets 4x) | 9am-noon | \$299

PAR Room 125 | 203PH1156

## Landscape Photography

Capture stunning landscape images, whether you are exploring locally or traveling. Gain knowledge of useful terminology, study concepts of composition, and better understand the natural light necessary to create beautiful landscape photographs. We will review the basic equipment requirements including camera, lens, shutter release, and tripod as well as highlight a few helpful accessories and software applications. In preparation for our time in the field, we will also discuss equipment for safety, fitness, and good practices to stay safe and protect the environment. There will be 9 hours of in-class training and 3 hours of in-field training. Students are required to bring their DSLR cameras to all sessions. A tripod and shutter release is recommended for all sessions. A circular polarizing filter is strongly recommended. Participants must provide own transportation to field trip location.

*Prerequisite:* Digital Photography I or comparable experience.

Corinne Severn, Shawn Severn

Sa | Oct 24-31 (meets 2x) | 9am-4pm | \$129

PAR Room 400 | 203PH1159

## Travel Photography

Capture memorable images that tell the story of your travels. Whether you are planning a once-in-a-lifetime vacation or you like to travel locally and enjoy the picturesque scenery and quirky towns of Nevada and adjacent states, upgrading your travel photography skills is worth your time. The skills taught in this class will focus on creating strong compositions, using the available light, and the best camera settings to capture your travel moments. In the first half of the class you will learn new skills in a classroom setting. The second half will be a field trip to put these techniques into practice. Please note: the field trip involves quite a bit of walking. Students are required to bring their DSLR cameras to all sessions. A tripod and shutter release is recommended. A circular polarizing filter is strongly recommended for the in-field training. Participants must provide own transportation to field trip location.

*Prerequisite:* Digital Photography I or comparable experience is recommended.

Corinne Severn, Shawn Severn

Sa | Oct 17 | 9am-4pm | \$129

PAR Room 511 | 203PH1107

## Sculpture & Woodworking

[ced.unlv.edu/sculpture-woodworking](http://ced.unlv.edu/sculpture-woodworking)

### Woodworking I

Learn how to set up, use, and maintain all major woodworking tools while making three projects designed to teach practical use of these tools. Classes meet in a well-equipped woodshop, featuring three SawStop table saws, two jointers, two planers, and much more. Upon completion, feel confident enough to not only use all of these tools, but to make wise purchases for your own workshop. Attendance is mandatory at the first class - if you miss it, you forfeit your class registration. Students will need to pay \$120 materials fee at the first class session.

Jamie Yocono

M | Sep 14-Oct 19 (meets 6x) | 6-9pm | \$279  
Wood It Is! | 203AR1190A

T | Sep 15-Oct 20 (meets 6x) | 6-9pm | \$279  
Wood It Is! | 203AR1190B

T | Nov 10-Dec 15 (meets 6x) | 6-9pm | \$279  
Wood It Is! | 203AR1190C

### Woodworking II

Follow up your first woodworking class with this advanced techniques course focused on new joinery and skills to help you build amazing future projects. Learn to make drawers and doors, cut compound miter joints, set up and cut finger joints, construct mortise and tenon joinery, and much more. We will complete a few simple projects designed to help you practice newly acquired skills. Students will need to pay \$120 for materials at the first class session.

*Prerequisite:* Woodworking I

Jamie Yocono

Th | Sep 17-Oct 22 (meets 6x) | 6-9pm | \$279  
Wood It Is! | 203AR1192

### Woodworking: Cutting Boards - Advanced Techniques

If you thought your first cutting board project was great, wait until you see what this class has to offer! Cutting boards are one of the most requested items from family and friends, so here is an opportunity to actually have your hobby pay for itself. Master advanced cutting board construction including proper lamination, planing, and inlay while making four gorgeous cutting boards. End grain boards and sculptural boards are included in this class. Students will need to pay \$150 for materials at the first class session.

*Prerequisite:* Woodworking I

Jamie Yocono

M | Nov 16-Dec 21 (meets 6x) | 6-9pm | \$279  
Wood It Is! | 203AR1136

## Sommelier Academy

[ced.unlv.edu/sommelier](http://ced.unlv.edu/sommelier)

Whether you work in the food and beverage industry or you simply want to impress friends at the dinner table, the UNLV Sommelier Academy is the perfect place to learn about wine. Vine to Wine: The Fundamentals meets the needs of wine enthusiasts or wine collectors as well as early-career beverage professionals. At the end of the course, you will be able to recommend wines with confidence.

**VINE TO WINE CERTIFICATE PROGRAM REQUIREMENTS:** To earn the Vine to Wine: The Fundamentals Certificate you must successfully complete the Vine to Wine: The Fundamentals course and receive a passing final exam score.

### Sommelier Academy Information Session

Learn more about how the Sommelier Academy can benefit you personally or professionally. Meet the instructor and ask questions about the content of the course, teaching methods, and expectations of the students. Whether you're taking this course to make more informed personal decisions or you're hoping this course can take your career to the next level, this informational session will provide you with the details on how this program can move you to your goals.

*Prerequisite:* Must be at least 21 years of age to enroll.

Heath Hiudt

T | Aug 18 | noon-1pm | No charge  
PAR Room 511 | 202WS6101



## Vine to Wine: The Fundamentals

Complete an in-depth study of wine focused on winemaking practices, grapes, and regions. Receive training in wine tasting, wine service, and food and wine pairing. Further broaden your wine education via industry discussions, guest speakers, and field trips. Vine to Wine covers general winemaking, including ongoing discussions of how environmental conditions and actions taken by winemakers influence the finished wine. Each week, break down and examine a different major wine making region by looking at conditions like climate and soil. Taste over 10 wines per session to learn about varietal and regional standards while learning to examine wine in blind tasting format. Receive instruction and practice on wine service for both still and sparkling wines. Study food and wine pairing theory, then bring it to life by choosing your own wine and cheese pairings. Daily discussions about what is currently trending in the wine industry will open your eyes to aspects of the industry you never knew existed. Professionals working in the wine industry will be brought in to discuss their point of view of what they see in the market. Field trips are used to introduce career opportunities in the world of wine. A three-part final exam tests student knowledge in written, essay, and blind tasting formats. The Vine to Wine course is open to anyone. Whether you are a wine professional looking to hone your skills, considering a career change, or a wine enthusiast who just wants to learn more about something you love, this class is for you. Although extremely challenging, the course starts without any prerequisite wine knowledge needed.

*Prerequisite:* Must be at least 21 years of age to enroll.

Heath Hiudt

T | Sep 1-Dec 15 (meets 13x) | 10:30am-5:30pm | \$1,599

Total Wine and More-Town Square | 203WS6100 | 9.1 CEUs

\*Class does not meet: Sep 29, Oct 27, Nov 24

## Sports

[ced.unlv.edu/sports](http://ced.unlv.edu/sports)

### Golf for Beginners

Practice the fundamentals of golf, including chipping, putting, woods, irons and rules of the game. Novice players will gain confidence and skills to get out on the links quickly. Equipment will be provided. Please wear only soft spike golf shoes or tennis shoes. Students may also enroll for university credit in PEX 117.

James Massey, PEX Dept

T | Aug 25-Dec 1 (meets 15x) | 5:30-7:10pm | \$308

Las Vegas Golf Center | 202SF1104



# Academic Preparation

## Institute of Reading Development

[ced.unlv.edu/institute-reading-development](http://ced.unlv.edu/institute-reading-development)

READING ENRICHMENT PROGRAMS Poor readers can become good readers, and good readers can become great readers! UNLV is again partnering with the Institute of Reading Development to offer reading skills programs. All programs are designed and taught by instructors from the Institute of Reading Development. Programs are offered on UNLV's campus for pre-K through adults. For more information or to register, please call the Institute of Reading Development at 800-979-8980. Summer reading program listings by age, location, and date can be found at [unlv.readingprograms.org](http://unlv.readingprograms.org).

## Test Preparation

[ced.unlv.edu/test-preparation](http://ced.unlv.edu/test-preparation)

Standardized test scores are a major component of your college or graduate school application process. If you plan to attend college, graduate school, law school, business school, or teacher preparation, Test Prep can help you realize your goals. We offer in-person and online test preparation classes for the ACT®, SAT®, GRE®, GMAT®, LSAT®, Praxis Core Math, and Praxis Core Verbal exams.

All Test Prep classes include:

- Extensive classroom instruction
- Experienced, dedicated instructors
- Comprehensive preparation materials
- Thorough presentations and explanations
- Convenient access to our team of experts
- Access to online support resources



## College Application Test Preparation

### ACT Live-Online Blitz

The ACT Blitz is an intensive test prep program that provides students with the tools they need to prepare for and ace the ACT. The ACT Blitz is offered during the academic year to prepare students to reach the test date of their choice at peak performance. These courses meet twice per week, allowing time to practice new skills during the week. Our multi-week format of the ACT Prep Course leads to greater opportunities for learning and interaction with our expert instructors. Courses are conveniently scheduled in the weeks leading up to the most popular ACT dates and include 16 hours of instruction.

ETC Staff

ThT | Sep 24-Oct 20 (meets 8x) | 4-6pm | \$399  
Online Delivery | 203TL1107A

TTh | Oct 27-Nov 19 (meets 8x) | 4-6pm | \$399  
Online Delivery | 203TL1107B

### SAT Blitz - Classroom

Let UNLV's SAT test-preparation program help you prepare for this important test! SAT Blitz classes, offered during the academic year, are strategically scheduled for the weeks leading up to the most popular SAT test dates. Classes are scheduled to allow time to practice new skills between sessions. Our multi-week course format allows abundant opportunities for learning and for interacting with our expert instructors. Classes include 16 hours of instruction, the official preparation guide including practice tests from The College Board, a course workbook, and access to our online resources-class

recordings, pre-recorded class modules, an instructor-monitored question forum, and online office hours. The SAT Blitz classes are offered on campus and live-online.

ETC Staff

Sa | Oct 10-31 (meets 4x) | 9-1pm | \$399  
PAR Room 302 | 203TL1115

### SAT Live-Online Blitz

The SAT Blitz prepare students to reach the test date of their choice at peak performance. These courses meet twice per week, allowing time to practice new skills during the week. Our multi-week format of the SAT Prep Course leads to greater opportunities for learning and interaction with our expert instructors. Courses are conveniently scheduled in the weeks leading up to the most popular SAT dates and include 16 hours of instruction.

ETC Staff

ThT | Sep 3-29 (meets 8x) | 4-6pm | \$399  
Online Delivery | 203TL1106A

ThT | Oct 8-Nov 3 (meets 8x) | 4-6pm | \$399  
Online Delivery | 203TL1106B

ThT | Oct 8-Nov 3 (meets 8x) | 7-9pm | \$399  
Online Delivery | 203TL1106C

WM | Oct 28-Nov 30 (meets 8x) | 4-6pm | \$399  
Online Delivery | 203TL1106D

\*Class does not meet: Nov 11 & 25

**Jump start your graduate school test preparations with a FREE strategy workshop.**

### GMAT Workshop Online-Intro

W | Sep 16 | 6-7pm | No charge | Online Delivery | 203TL1110A

W | Oct 7 | 6-7pm | No charge | Online Delivery | 203TL1110B

### GRE Workshop Online-Intro

W | Aug 5 | 6-7pm | No charge | Online Delivery | 202TL1112B

T | Sep 1 | 10-11am | No charge | Online Delivery | 203TL1112A

W | Sep 2 | 6-7pm | No charge | Online Delivery | 203TL1112B

T | Oct 13 | 6-7pm | No charge | Online Delivery | 203TL1112C

W | Oct 28 | 6-7pm | No charge | Online Delivery | 203TL1112D

### LSAT Workshop Online-Intro

Th | Sep 10 | 6-7pm | No charge | Online Delivery | 203TL1114A

T | Oct 6 | 6-7pm | No charge | Online Delivery | 203TL1114B

Th | Nov 5 | 6-7pm | No charge | Online Delivery | 203TL1114C

## Graduate School Test Preparation

### GMAT Live-Online Course

Enjoy the GMAT Prep Class from the comfort and convenience of your home or office! Join the successful MBA students who have benefited from a GMAT Prep Class. This comprehensive course includes a review of the mathematical and verbal concepts tested on the GMAT and prepares you for the questions typically seen on the test. The critical reasoning skills tested on the Integrated Reasoning and Analytical Writing sections of the GMAT are also addressed. The online portion of the class is delivered by a live instructor, combining the interactivity of a classroom experience with the convenience of an online course.

This program includes a course workbook, the official textbook from GMAC containing previously released test questions, and online support resources-access to an instructor-monitored question forum, online office hours, and recordings of class modules. Course materials are shipped directly to you.

ETC Staff

ThT | Sep 10-Oct 6 (meets 8x) | 4-7pm | \$799  
Online Delivery | 203TL1101A

WM | Sep 23-Oct 19 (meets 8x) | 6-9pm | \$799  
Online Delivery | 203TL1101B

ThT | Oct 15-Nov 10 (meets 8x) | 4-7pm | \$799  
Online Delivery | 203TL1101C

### GRE Live-Online Course

You are ready for graduate school. Let us help you take the first step to an advanced degree! With 24 hours of quality live-online instruction, get ready to apply to graduate schools! This program offers the convenience of attending class from your home or office. This interactive class covers the quantitative, verbal, and critical reasoning skills necessary to succeed on each section of the GRE. Synchronous instruction gives you the opportunity to participate in class discussions and interact with other students. You also receive access to class recordings, pre-recorded class modules, an instructor-monitored question forum, and online office hours.

This program includes a course workbook and the official textbook from ETC containing previously released text questions. Course materials are shipped directly to you.

ETC Staff

ThT | Aug 13-Sep 8 (meets 8x) | 6-9pm | \$749  
Online Delivery | 202TL1100G

ThT | Sep 10-Oct 6 (meets 8x) | 6-9pm | \$749  
Online Delivery | 203TL1100A

Su | Sep 13-Nov 1 (meets 8x) | 4-7pm | \$749  
Online Delivery | 203TL1100B

WM | Sep 16-Oct 12 (meets 8x) | 4-7pm | \$749  
Online Delivery | 203TL1100C

ThT | Sep 24-Oct 20 (meets 8x) | 4-7pm | \$749  
Online Delivery | 203TL1100D

WM | Oct 21-Nov 18 (meets 8x) | 4-7pm | \$749  
Online Delivery | 203TL1100E

ThT | Oct 22-Nov 17 (meets 8x) | 6-9pm | \$749  
Online Delivery | 203TL1100F

WM | Nov 4-Dec 2 (meets 8x) | 6-9pm | \$749  
Online Delivery | 203TL1100G

TTh | Nov 10-Dec 8 (meets 8x) | 4-7pm | \$749  
Online Delivery | 203TL1100H

MTWTh | Dec 7-17 (meets 8x) | 6-9pm | \$749  
Online Delivery | 203TL1100I



## GRE Prep Course - Classroom

You are ready to go to Graduate School. Our GRE Test Prep course helps you get ready for the GRE. The ETC GRE Test Prep course will give you the skills and confidence you need to ace the GRE. Sharpen your skills on actual GRE exam questions and follow our proven study plan on your way to success. Our Test Prep course is here to help you learn about the GRE test format and give you the skills and tools you need to maximize your potential. The course covers each of the three main sections of the GRE revised General exam - Analytical Writing, Verbal Reasoning, and Quantitative Reasoning. We will walk you through each section, tell you what has changed on the exam, and prepare you for all of the question types you are likely to encounter on the GRE test.

ETC Staff

ThT | Oct 1-27 (meets 8x) | 6-9pm | \$749

PAR Room 107 | 203TL1120

## LSAT Live-Online Course

Prepare for the LSAT with 30 hours of live-online instruction from UNLV's LSAT experts! This synchronous class combines the interactive aspects of the in-person classroom with the convenience of an online course. You will learn strategies for solving the complex logic games found in the Analytical Reasoning section and strengthen your skills on the Logical Reasoning and Reading Comprehension sections of the exam. This course is ideal for law school applicants seeking the interactivity of an in-person classroom experience and the flexibility of an online class.

The course includes an LSAT workbook, 20 official practice tests from LSAC, and access to online resources including class recordings, pre-recorded class modules, an instructor-monitored question forum, and online office hours. Course materials are shipped directly to you.

ETC Staff

WM | Aug 26-Sep 30 (meets 10x) | 4-7pm | \$799

Online Delivery | 202TL1102F

\*Class does not meet: Sep 7

ThT | Aug 27-Sep 29 (meets 10x) | 6-9pm | \$799

Online Delivery | 202TL1102G

Su | Sep 13-Nov 1 (meets 8x) | 3-6:20pm | \$799

Online Delivery | 203TL1102A

ThT | Oct 1-Nov 3 (meets 10x) | 4-7pm | \$799

Online Delivery | 203TL1102B

WM | Oct 7-Nov 9 (meets 10x) | 6-9pm | \$799

Online Delivery | 203TL1102C

WM | Dec 2-Jan 4, 20 (meets 10x) | 6-9pm | \$799

Online Delivery | 203TL1102D

ThSuT | Dec 10-Jan 5, 2 (meets 10x) | 4-7pm | \$799

Online Delivery | 203TL1102E

\*Class does not meet: Dec 24 & 31

## LSAT Prep Course - Classroom

UNLV's intensive LSAT prep program includes 30 hours of classroom instruction from experienced test-preparation professionals. The easy-to-follow program uses proven techniques to take the mystery out of the LSAT. Learn systematic strategies for mastering Logical Reasoning and Reading Comprehension items! Strengthen the critical reasoning skills that are crucial to solving Analytical Reasoning logic games and learn strategies for quickly solving each type of game! This course is ideal for current undergraduates, recent graduates, and anyone intending to apply to law school in the next five years

The course includes an LSAT workbook, 20 official practice tests from LSAC, and access to online resources including class recordings, pre-recorded class modules, an instructor-monitored question forum, and online office hours..

ETC Staff

ThT | Aug 27-Sep 29 (meets 10x) | 6-9pm | \$799

PAR Room 301 | 202TL1105

## Teacher Training Test Preparation

### Praxis Core Math Prep Course-Live Online

Prepare for the Praxis® Core Math through the UNLV Praxis Prep Class. The class improves your skills, confidence, and score, all of which prepare you for admission into the teacher preparation program of your choice! In the 15 hours of expert classroom instruction on the Core Math section of the Praxis, you will review the mathematical concepts tested on the Praxis and prepare for the questions typically seen on the test. The Praxis Core Math Prep Class includes expert instruction, all required course materials, and online support resources.

ETC Staff

ThT | Oct 29-Nov 12 (meets 5x) | 4-7pm | \$199

Online Delivery | 203TL1109

### Praxis Core Verbal Prep Course Live-Online

Prepare for the Praxis® Core Verbal through the UNLV Praxis Prep Class . The class improves your skills, confidence, and score, all of which prepare you for admission into the teacher preparation program of your choice! The class consists of 10-hours of expert classroom instruction that covers an overview of the reading skills and writing conventions tested on the Praxis and prepares you for the questions typically seen on this test. The Praxis Core Verbal Prep Class includes expert instruction, all required course materials, and online support resources.

ETC Staff

WM | Aug 12-24 (meets 4x) | 4-6:30pm | \$199

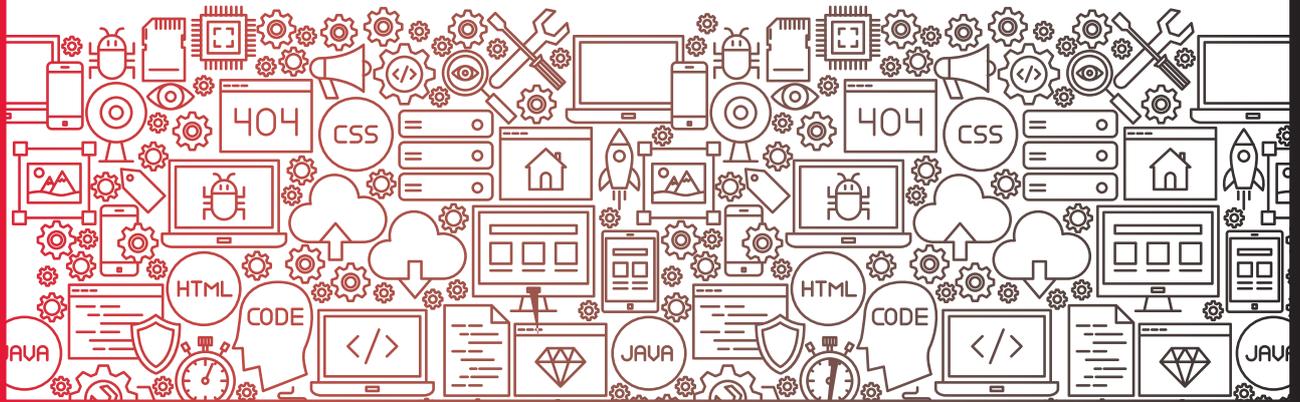
Online Delivery | 202TL1108



# WEB DEVELOPMENT CODING BOOTCAMP

NOW ACCEPTING ENROLLMENT APPLICATIONS

[ced.unlv.edu/coding-bootcamp](http://ced.unlv.edu/coding-bootcamp)



UNLV's Lee Business School and  
Continuing Education proudly partner to offer a new

## EXECUTIVE CERTIFICATE IN BUSINESS ADMINISTRATION

In today's knowledge-based economy, your career trajectory and salary potential increasingly depend on how well you adapt to an ever-changing business environment.

Lee Business School faculty and respected Las Vegas business leaders will share the most important concepts, tools, and techniques taught in today's leading business schools.

A hybrid online/on campus format maximizes flexibility for busy professionals.

For more information visit

[ced.unlv.edu/business-administration](http://ced.unlv.edu/business-administration).



UNLV | LEE  
BUSINESS SCHOOL

UNLV | CONTINUING  
EDUCATION

# Let data drive your decision making.

When you partner with the **Cannon Survey Center** to collect and analyze feedback from your customers, you can make informed decisions to improve your customer experience and your bottom line.



Surveys can be conducted online, via landline or cellphone, face-to-face in the field, or by mail. Bilingual staff can provide survey administration in Spanish.

**Call or email for a consultation.**

Cannon  
Survey Center

**UNLV** | EDUCATIONAL  
OUTREACH

🌐 [surveys.unlv.edu](https://surveys.unlv.edu)  
☎ 702-895-5731  
✉ [bridget.kelly@unlv.edu](mailto:bridget.kelly@unlv.edu)  
📍 UNLV Paradise Campus

# OLLI at UNLV

**FALL 2020**

🌐 [olli.unlv.edu](https://olli.unlv.edu) ☎ 702-774-OLLI ✉ [olliatunlv@unlv.edu](mailto:olliatunlv@unlv.edu)



The Osher Lifelong Learning Institute (OLLI) at UNLV is a member-driven learning community of more than 1,800 retired and semi-retired adults. Our members continue a lifetime of learning by contributing to a program rich in content, shared interests, and life experiences.

**FALL 2020: Sept. 14-Nov. 20**

*Fall classes offered at UNLV Paradise campus and online.*

**CALL 702-774-6554 OR EMAIL [OLLIATUNLV@UNLV.EDU](mailto:OLLIATUNLV@UNLV.EDU) FOR MORE INFORMATION.**

**UNLV** | OSHER LIFELONG  
LEARNING INSTITUTE



# Continuing Education: Information, Policies & Procedures

---

## Age Requirement

The minimum age to register is 18 years old unless specified in the class description. Individuals under the age of 18 must obtain written approval from UNLV Continuing Education to register.

## Class Locations

Our classes are located throughout the Las Vegas Valley. See page 61 for the location legend.

Classroom locations are subject to change. Please check your email and reference the registration website for updated room location information.

## Parking

All students, staff, faculty, and visitors who wish to park on one of the UNLV campuses are required to obtain and display parking permits. Parking permits may be purchased at the Information Desk at the Paradise campus during regular business hours or via an app on your smartphone, paybyphone. Visit [unlv.edu/parking](http://unlv.edu/parking) for the most up-to-date information regarding permit requirements and enforcement as well as other purchasing options.

## Disability Services

The university provides equal opportunity and treatment in employment, admissions, and all programs in an effort to avoid discrimination based on race, color, national origin, sex, and disability. Any student who feels they may need accommodations due to a disability, temporary injury, or academic adjustments due to a pregnancy is encouraged to contact the UNLV Disability Resource Center (DRC) online at [unlv.edu/drc](http://unlv.edu/drc) or by phone, 702-895-0866. Current DRC students should make an appointment to discuss their accommodations with their instructors. It is best to initiate this process at least two weeks prior to the start date of your class to ensure accommodations can be provided in a timely manner.

## Student Privacy

In accordance with the University of Nevada, Las Vegas policy and the U.S. Family Education Rights and Privacy Act of 1974 (FERPA), UNLV vigorously protects the privacy of student education records. UNLV does not release private records of individual students, such as grades and class schedules, without prior written consent of the student. Visit [unlv.edu/registrar/ferpa](http://unlv.edu/registrar/ferpa) for more information.

## Registration Fees & Payment

Payment in full is due at the time of registration. For a list of payment options, see page 56 of this catalog or visit [ced.unlv.edu/registration-policies#fees](http://ced.unlv.edu/registration-policies#fees).

For classes with bundle discounts, you must register for all classes in a single transaction to receive the discounted fee.

For UNLV staff and alumni, registration fee discount information can be found at [ced.unlv.edu/registration-policies#discounts](http://ced.unlv.edu/registration-policies#discounts).

## Course Cancellations & Changes

The Division of Educational Outreach reserves the right to cancel any class or make any other changes it deems necessary in order to provide students with the best educational experience possible as well as to ensure the health and safety of all members of the university community. Changes include but are not limited to the following: change of schedule, location, instructor, and mode of instruction. If a class is canceled, the university will issue a full refund of the registration fee to each enrolled student. Under no circumstances will the amount refunded exceed the amount of the registration fee. For more information visit [ced.unlv.edu/registration-policies#cancel](http://ced.unlv.edu/registration-policies#cancel)

## Refunds & Dropping Or Withdrawing From Classes

Requests to drop classes and receive refunds must be submitted at least three business days before the first day of the class (unless otherwise stated). Requests for refunds must be made in writing. Phone requests or changes discussed with instructors or university staff are not accepted. Requests received by the deadline will be refunded 100% of the registration fee. At no time will the amount refunded exceed the amount of the original registration fee. UNLV Continuing Education and the Division of Educational Outreach aim to resolve all State Authorization Reciprocity Agreements (SARA) issues in an expedient and fair manner.

Requests to drop classes can be submitted online, via fax at 702-895-4195, or via email to [continuing.education@unlv.edu](mailto:continuing.education@unlv.edu). Requests must include the following information: Student Name, Student Email Address and/or Telephone Number, Class Title and Start Date, and Reason for Dropping the Class. For SARA requests, please include the reason for filing a SARA complaint.

The complete refund policy is available at [ced.unlv.edu/registration-policies#refunds](http://ced.unlv.edu/registration-policies#refunds).

## Wait List

Once a class fills up, you may choose to join the wait list. If a seat in the class becomes available or if we have enough people on the wait list to open a new section, we will contact you. For additional information see [ced.unlv.edu/registration-policies#wait](http://ced.unlv.edu/registration-policies#wait).



For a complete list of registration policies visit [ced.unlv.edu/registration-policies](http://ced.unlv.edu/registration-policies).

## Certificate Programs

Students enrolling in a certificate program are responsible for reviewing and abiding by all certificate program policies, as well as submitting all necessary forms. Visit our website for our certificate program policies and details about all of our certificate programs. To request your certificate after meeting the program requirements, please fill out a Certificate Issuance form at [ced.unlv.edu/certificate-form](http://ced.unlv.edu/certificate-form).

## Books & Supplies

Unless otherwise noted in the course listing, all books and class-specific supplies are included in your registration payment. Required textbooks listed in the course listing are not included in the registration fee and must be purchased separately.

## UNLV Continuing Education Units (CEUs)

UNLV Continuing Education awards Continuing Education Units (CEU) for many of its professional development and certificate program courses. The International Association for Continuing Education and Training (IACET) and the U.S. Department of Education task force defines the CEU standard of measurement as: 1 CEU = 10 contact hours of participation in an organized continuing education/training experience, delivered under responsible sponsorship, capable direction, and qualified instruction. UNLV CEUs are calculated based on this nationally recognized formula; however, other organizations such as licensing boards may convert CEUs into other measurements such as Professional Development Hours (PDH) or Continuing Education Credits (CEC). Students should consult with their specific licensing board or industry regulating body to confirm how UNLV CEUs can meet their training requirements.

For more information on CEUs, visit: [www.iacet.org/standards/continuing-education-unit-ceu/about-the-ceu](http://www.iacet.org/standards/continuing-education-unit-ceu/about-the-ceu)

## Attendance Policy

Attendance is required for all Continuing Education classes. Please communicate with your instructor regarding your options and responsibilities if you must miss a class. For more information please visit [ced.unlv.edu/registration-policies#attendance](http://ced.unlv.edu/registration-policies#attendance).

## Student Code of Conduct

UNLV Continuing Education reserves the right to dismiss any student whose conduct is detrimental to the university and its community. Participants in Continuing Education courses are required to abide by the UNLV Student Code of Conduct, which is available online at [unlv.edu/studentconduct](http://unlv.edu/studentconduct). A student who is dismissed due to disciplinary action or behavioral disturbance is not entitled to a refund.

## Copyright Policy

The university requires all members of the university community to familiarize themselves and to follow copyright and fair-use requirements. You are individually and solely responsible for violations of copyright and fair-use laws. The university will neither protect nor defend you nor assume any responsibility for employee or student violations of copyright and fair-use laws. Violations of copyright laws could subject you to federal and state civil penalties and criminal liability as well as disciplinary action under university policies. Review UNLV copyright policies at [unlv.edu/provost/copyright](http://unlv.edu/provost/copyright).

## UNLV Paradise Campus Information Desk Hours

We are open Monday-Friday 8am-5pm. We are closed on weekends and university holidays. Please visit [edoutreach.unlv.edu](http://edoutreach.unlv.edu) for updates to this schedule.

## Coronavirus Update

Your health and safety are our #1 priority. Your commitment to adhering to new guidelines while on campus will be essential to protect and maintain the health of our entire UNLV community.

### **What you can expect from us:**

- Enhanced cleaning of high traffic areas and classrooms
- Hand sanitizer stations
- Classrooms set up to reinforce social distancing
- Online offerings to support your learning needs

### **What we expect of you:**

- Wear a face covering when around others
- Maintain social distancing from others
- Frequently wash or sanitize hands
- Avoid crowded spaces
- Stay home if you are ill

For information on UNLV resuming on-campus operations, please visit [ced.unlv.edu/coronavirus](http://ced.unlv.edu/coronavirus).

## Contact Us

The Division of Educational Outreach Information Desk is located at UNLV Paradise Campus; 851 E. Tropicana Avenue; Las Vegas, NV 89119; 702-895-3394; Email us at: [continuing\\_education@unlv.edu](mailto:continuing_education@unlv.edu).



[ced.unlv.edu](http://ced.unlv.edu)



702-895-3394



@UNLVCE



@UNLV\_ce

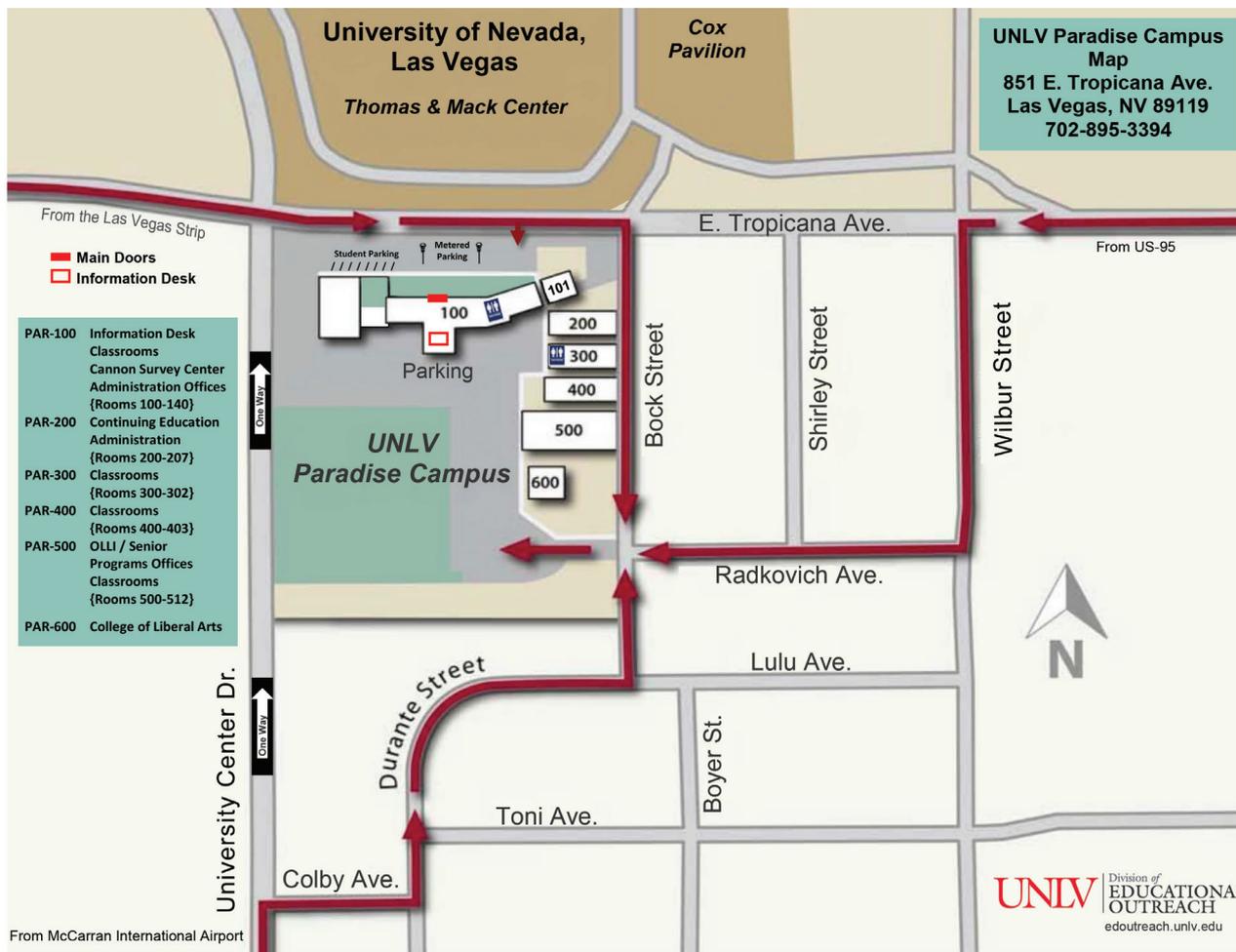
# Location Legend

- Lee & Thomas Beam Music Center (BMC)
- Ham Fine Arts (HFA)
- Paradise Campus (PAR)
- Paul McDermott Physical Education (MPE)
- Wright Hall, Executive MBA (WRI)
- Shadow Lane Campus (SLC)



UNLV campus maps are available online at [www.unlv.edu/maps](http://www.unlv.edu/maps). Classroom assignments are printed on your registration receipt.

- Clark County Neighborhood Justice Center 330 S. 3rd St., Ste. 600, Las Vegas, NV 89101
- Ferguson Enterprises 4175 S. Grand Canyon Dr., Las Vegas, NV 89147 (702-368-2284, before 5pm)
- Las Vegas Golf Center 6730 S. Las Vegas Blvd., Las Vegas, NV 89119 (702-897-9500)
- Perry Foundation 2920 Green Valley Pkwy., Bldg. 3, Ste. 311, Henderson, NV 89014
- Praxis Aerospace 155 S. Water St. #210, Henderson, NV 89015
- Protective Force Concepts 2960 E. Sunset Rd., Ste. 125, Las Vegas, NV 89120
- The Voice Actors Studio 3875 S. Jones Blvd., Ste. 102, Las Vegas, NV 89103
- Total Wine and More-Town Square 6885 S. Las Vegas Blvd., Las Vegas, NV 89119 (702-614-4001)
- Wood It Is! 2267 W. Gowan Rd., Ste. 106/107, North Las Vegas, NV 89032 (702-631-1870)



# Index

---

- A Nonprofit Board's Role & Responsibility to its Agency & the Community p. 33
- ABC's of Strategic Thinking, The p. 10
- Accent Reduction Bundle p. 35
- Accent Reduction for International Professionals I p. 35
- Accent Reduction for International Professionals II p. 35
- Accent Reduction for International Professionals III p. 36
- ACCUPLACER Placement Test for ESL Students p. 36
- Acrylics I p. 43
- Acrylics II p. 43
- ACT Live-Online Blitz p. 53
- Adobe Illustrator I p. 22
- Adobe Illustrator II p. 22
- Adobe InDesign I p. 22
- Adobe Photoshop I p. 22
- Adobe Photoshop II p. 23
- Adobe Premiere: Video Editing I p. 24
- Adobe Premiere: Video Editing II p. 24
- Advanced Financial Market Analysis p. 46
- AFAA Group Fitness Instructor p. 29
- An Introduction to the Nonprofit Sector p. 34
- Anatomy for the Artist p. 43
- Annuity: The Ins & Outs p. 46
- Assessing & Treating Childhood Trauma p. 30
- Ballet I p. 42
- Ballroom Dancing p. 42
- Beginning French I p. 47
- Beginning French II p. 47
- Beginning French III p. 47
- Beginning French IV p. 47
- Beginning Italian I p. 47
- Borderline Personality Disorder p. 30
- Brand Identity Basics p. 23
- Break Into the World of Voiceover p. 40
- Building a Grant Ready Organization p. 31
- Building a Photography Business p. 49
- Business Performance Module p. 6
- Cannabis & the Opioid Epidemic p. 41
- Cannabis Professional p. 41
- Certified Nursing Assistant (CNA) Training Program p. 26
- Coaching & Counseling for Success p. 8
- Communicate with Difficult People with Tact & Skill p. 4
- Communicating with Purpose p. 34
- Communication Strategies: Essential Skills for First-Time Managers or Supervisors p. 4 & 13
- Communication Strategies: The Art of Courageous Conversations p. 4 & 13
- Composition & Color, Introduction to p. 23 & 44
- Conflict Management: Tools for Organizational Success p. 8 & 13
- Cooperative Parenting-Shielding Your Children From Conflict p. 19
- Creating a Development Plan p. 34
- Creating High-Functioning Teams Using Strengths p. 13 & 15
- Dance for Flexibility & Tone p. 27
- Dance Kinesiology p. 27
- Desert Night Sky Photography p. 49
- Developing a Successful Performance Management Program p. 8
- Digital & Social Media Marketing p. 11
- Digital Photography Bundle p. 50
- Digital Photography Editing p. 50
- Digital Photography I: The Essentials p. 50
- Digital Photography II: Visual Communication p. 50
- Digital Photography III: Focal Lengths to Filters p. 50
- Dinners from Tuscany p. 41
- Donor Relations p. 32
- Drawing I p. 43
- Drawing II p. 44
- Dressmaker Studio p. 45
- Effective Facilitation of Meetings & Discussions p. 14
- Effective Fundraising p. 32
- Effective Speaking for International Professionals p. 4 & 36
- Effective Volunteer Management p. 34
- English as a Second Language (ESL) Advanced p. 37
- English as a Second Language (ESL) Beginning p. 36
- English as a Second Language (ESL) Intermediate p. 37
- Essentials of Human Resource Management p. 9
- Excel Advanced Workshop Bundle p. 20
- Excel Advanced Workshop: Automating Tasks p. 20
- Excel Advanced Workshop: Complex Formulas p. 20
- Excel Advanced Workshop: Data Analysis & Reporting p. 20
- Excel Essentials Workshop Bundle p. 21
- Excel Essentials Workshop: Analyzing Data p. 21
- Excel Essentials Workshop: Data Basics p. 21
- Excel Essentials Workshop: Presenting Data p. 21
- Excel I p. 21
- Excel II p. 21
- Executive Certificate in Business Administration Bundle p. 5
- Fashion Design: Elements & Principles p. 45
- Fashion Fest Student Event p. 45
- Fashion Illustration & Design p. 45
- Fashion: Draw, Drape & Design p. 46
- Fish To Perfection p. 41
- Fitness Bundle p. 29
- Flavors of Thailand p. 42
- Fundamentals of Leadership p. 16
- Fundamentals of Marketing p. 11
- Gift Planning, Introduction to p. 34
- GMAT Live-Online Course p. 54
- GMAT Workshop Online-Intro p. 54
- Golf for Beginners p. 52
- Governance, Legal Compliance & Public Disclosure p. 34
- Grant Academy Bundle p. 31
- Grant Academy Information Session p. 31
- Grants Management p. 31
- Graphic Design Capstone: Designing Your Brand Using Adobe Software p. 23
- GRE Live-Online Course p. 54
- GRE Prep Course - Classroom p. 55
- GRE Workshop Online-Intro p. 54
- Guitar I p. 48
- Guitar II p. 48
- High Desert Horns p. 48
- Hip Hop I p. 42

# Index

---

- How to Deal with Disagreements, Conflict & Confrontation p. 4 & 14
- Human Resource Management Certificate Program Information Session p. 8
- Identifying Funding Sources p. 31
- Impressionism, Expressionism & Abstracts p. 44
- Infrastructure & Process of Nonprofit Fundraising p. 33
- Integrated Marketing Communications Certificate Program Information Session p. 11
- Internal Business Environment Module p. 6
- Jazz Dance I p. 42
- Landscape Photography p. 50
- Legal Consecutive Interpreting I p. 38
- Legal Interpreting, Introduction to p. 37
- Legal Sight Translation p. 38
- Line Dancing p. 443
- LSAT Live-Online Course p. 55
- LSAT Prep Course - Classroom p. 55
- LSAT Workshop Online - Intro p. 54
- Managing in a Multi-Generational Workplace p. 9 & 14
- Managing the Customer Experience Module p. 7
- Mediation Training Certificate p. 17
- Medical Assistant Certificate Program p. 28
- Medical Assistant Certificate Program Information Session p. 28
- Medical Assistant Externship p. 28
- Medical Interpretation: Spanish Certificate Program Comprehensive Final Exam p. 39
- Medical Interpretation: Spanish Certificate Program Information Session p. 38
- Medical Interpreting Skills Development p. 39
- Medical Interpreting, Introduction to p. 39
- Medical Terminology & Specialties I p. 39
- Medical Terminology & Specialties II p. 39
- Microsoft Office Basics p. 39
- Mindfulness for Practitioners in Trauma-Informed Care p. 21
- Modern Dance I p. 30
- NASM Personal Fitness Trainer p. 43
- Nevada Employment Law NRS: 607-612 p. 9
- Nevada Employment Law NRS: 613-615 p. 9
- Nevada Employment Law NRS: 616A-618 p. 9
- New Manager's Toolkit, The p. 15 & 17
- Nonprofit Fundraising Bundle p. 32
- Nonprofit Fundraising Information Session p. 32
- Nonprofit Management Bundle p. 33
- Nonprofit Marketing Essentials p. 34
- Nonprofit Program Management & Assessment p. 35
- Northern Italian Classics p. 42
- Office Politics: Navigating the Organization p. 16
- Organizational Change Management p. 9 & 16
- Organizational Design: Aligning Structure, Jobs, & Skills p. 16
- Paralegal Certificate Information Session p. 18
- Paralegal Certificate Program p. 18
- Patternmaking: Introduction p. 46
- People Management Module p. 7
- Personal Leadership Development p. 16
- Perspective Drawing p. 44
- PHR/SPHR Certification Preparation p. 10
- PHR/SPHR Information Session p. 10
- Pilates I p. 27
- Praxis Core Math Prep Course - Live Online p. 55
- Praxis Core Verbal Prep Course Live-Online p. 55
- Prevention & Care of Dance Injuries p. 27
- Principles of Graphic Design p. 23
- Print Design Capstone: From Pre-Press to Production p. 23
- Problem Solving & Decision Making p. 14 & 17
- Project Management Lifecycle, The p. 15
- Proposal Writing I p. 31
- Proposal Writing II p. 32
- Protective Services Professional Certificate p. 19
- Public Speaking Bootcamp p. 4
- Responsible Fundraising p. 33 & 35
- Salsas, Spreads & Dips p. 42
- SAT Blitz - Classroom p. 53
- SAT Live-Online Blitz p. 53
- Sauces, Rubs & Marinades p. 42
- Sewing: The Stitch Room p. 46
- Social Security & Retirement p. 46
- Sommelier Academy Information Session p. 51
- Spanish for Healthcare Professionals I p. 40
- Spanish for Healthcare Professionals II p. 40
- Spanish I p. 47
- Spanish II p. 48
- Spanish III p. 48
- Still Life (in Acrylic), Introduction to p. 44
- Stir-Fry Made Easy p. 42
- Strong Financial Oversight p. 35
- Subpoenas, Court Orders, & Depositions, Oh My! Ethical Practice in Court p. 30
- Succession Planning p. 10 & 17
- Tap Dance I p. 43
- Telling the Stories that Make Donors Give p. 33
- Travel Photography p. 50
- Treating Addictions p. 30
- Ukulele I p. 48
- Understanding Financial Markets p. 46
- University Basketball Pep Band p. 49
- University Marching Band p. 49
- UNLV Community Concert Band p. 49
- UNLV New Horizons Band p. 49
- Unmanned Aircraft Systems Certificate p. 24
- Videography I: The Essentials p. 24
- Vine to Wine: The Fundamentals p. 52
- Voiceover Workshop, Introduction to p. 40
- Watercolors I p. 44
- Watercolors II p. 44
- What the EEOC Expects From Employers p. 10
- Woodworking I p. 51
- Woodworking II p. 51
- Woodworking: Cutting Boards - Advanced Techniques p. 51
- WordPress I p. 23 & 25
- Writing & Content Creation for Marketers p. 11
- YouTube Marketing, Introduction to p. 11

# Class Registration Options



## ONLINE

ced.unlv.edu/register  
Payment by credit card only.



## PHONE

702-895-3394  
Register by phone  
8am–5pm Monday–Friday.



## IN PERSON

Bring your registration form to  
UNLV Paradise Campus,  
851 E. Tropicana,  
Las Vegas, NV 89119  
(Southeast corner, Tropicana and  
University Center Drive),  
8am-5pm Monday-Friday.



## MAIL

Make your check payable to  
Board of Regents and send to:  
UNLV Division of Educational  
Outreach  
Box 451019  
4505 S. Maryland Parkway  
Las Vegas, NV 89154-1019.



## FAX

702-895-4195  
You may fax your registration  
form if you pay by credit card or  
a purchase order number.

## Registration Form

Have you taken a class with UNLV Continuing Education?

Yes  No

Registrant's Name \_\_\_\_\_

Address (street, city, state, zip) \_\_\_\_\_

Email \_\_\_\_\_

Phone Number \_\_\_\_\_

Date of Birth \_\_\_\_\_

Course Information:

Course Code	Course Name	Course Fee

### Payment Information:

Your payment **MUST** accompany this form. Do not send cash.

Check—Please enclose check made payable to Board of Regents

Credit Card—Please charge my



Account No. \_\_\_\_\_ CVV \_\_\_\_\_

Exp. Date \_\_\_\_\_ Amount \$ \_\_\_\_\_

Cardholder's Name \_\_\_\_\_

Signature \_\_\_\_\_

By submitting this form you are indicating that you have read and agree to abide by all of the policies available online at [ced.unlv.edu/registration-policies](http://ced.unlv.edu/registration-policies). This includes but is not limited to the policies outlined on page 59-60 of this catalog as well as the following payment policies.

Payment must be made in full at the time of registration and in advance of the first day of classes. The university reserves the right to withdraw any student who has not paid in full. No deferred payment plan is available.

Registration fees are payable by check or money order, as well as Visa, MasterCard, Discover Card, or American Express. The university accepts checks and money orders for the exact amount made payable to BOARD OF REGENTS. UNLV cooperates with the Clark County District Attorney's office to prevent bad check losses. A \$25 service fee will be assessed for any check that is returned from the bank for any reason. Post-dated or two-party checks will not be accepted. Any returned check shall be made good within ten days after notification to the student, or the student will not be permitted to attend any classes.



# YOUR BUSINESS IS UNIQUE. YOUR TRAINING CAN BE, TOO.

Let UNLV Continuing Education design **CUSTOM TRAINING** to meet your unique business situation. Sessions are on our campus, at your site, or online, and can be tailored to any group size.

Training topics may include Leadership & Management, Communication, Soft Skills, Technology, and Business Administration. View a list of common custom topic descriptions at [ced.unlv.edu/custom-training](http://ced.unlv.edu/custom-training).

Contact UNLV Continuing Education's custom training team for a free custom training consultation at [continuing.education@unlv.edu](mailto:continuing.education@unlv.edu) or 702-895-5099.



Division of Educational Outreach  
Box 451019  
4505 S. Maryland Parkway  
Las Vegas, Nevada 89154-1019

Non Profit Org.  
U.S. Postage  
PAID  
Las Vegas, NV  
Permit No. 200

-  [ced.unlv.edu](http://ced.unlv.edu)
-  702-895-3394
-  @UNLVCE
-  @UNLV\_ce

Please share with a friend or  
recycle after December 2020

# NEW FOR FALL 2020

## AFAA Group Fitness Instructor Certification

As a Group Fitness Instructor, you can share your love for fitness and inspire others through your classes.

Be ready to teach everything from high intensity cycling to yoga, and help others enjoy getting fit with science-backed movements and exercises.

**Classes begin December 2020.**



For information and registration visit  
[ced.unlv.edu/fitness](http://ced.unlv.edu/fitness)